



**Position Title:** Part-Time Archive Assistant  
**Job Code:** 8222  
**Reports To:** Archives Curator

**Grade:** A7  
**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Archive Assistant works with significant supervision while learning standard archival methods of handling and storing materials and basic data gathering and input.

**Duties & Responsibilities:**

- Simple processing of film and video materials received by the Archive
- Assists with new acquisitions.
- Inventory and initial inspection of materials
- Labels, collects written data and original markings from all materials to enter into the database,
- Cleans and repairs film and transfers materials to archival-safe containers
- Maintains the off-air taping system
- Assists with set-up and running equipment for public programs.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's Degree and three (3) years of work experience in video production technology or a related field or any equivalent combination of education and work experience are required.
- attention to detail,
- Knowledge of computers and computer peripherals, Windows OS, software programs, and Microsoft Office Suite
- Knowledge of basic research methodology
- Knowledge of video formats and the equipment required to play the formats including: video players (e.g. DVD, VHS, Beta, Digi-Beta, U-Matic) and projectors (e.g. Super 8, 16 and 35 mm)
- Knowledge of all aspects of library circulation, inventory
- Knowledge of installation and operation of multimedia equipment.
- Strong customer service and public relations skills.
- Ability to perform basic departmental functions such as locating materials, answering questions,
- directing clients, etc.
- Ability to follow instructions, and understanding of audio-visual materials and equipment, as well as familiarity with the different varieties of film and video formats.
- Ability to perform setup of equipment such as video players and film projectors
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name