



**Position Title:** Part-Time Archive Assistant Senior

**Job Code:** 8308

**Reports To:** Archives Curator

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

This position works without significant supervision and possesses a strong understanding of standard archival methods of handling and storing materials and significant experience in the processing archival materials.

**Duties & Responsibilities:**

- Processes film and video materials received by the Archive
- Works with archival material in playback function for content description and transfer to access and/or preservation format
- Handles materials with more complex conditions
- Views materials for detailed content descriptions
- Performs transfer of images from film and video sources for clients or as part of the ongoing preservation process
- Works with client requests such as creating project files in a database, searching for content, and handling and shipping of materials to clients

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's Degree and five (5) years of work experience in archival technology or a related field or any equivalent combination of education and work experience are required.
- Exceptional attention to detail
- 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.
- Knowledge of computers and computer peripherals, Windows OS, software programs, and Microsoft Office Suite
- Knowledge of library/archival systems and experience with state and local information networks
- 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 and management
- Knowledge of installation and operation of media equipment
- Excellent oral and written communication skills and customer service and public relations skills
- Ability to effectively present information to groups of managers, clients, customers and the general public
- Ability to perform departmental functions such as archiving materials, developing priority lists of materials for the archive, negotiating with clients to determine needs, etc
- 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