

Graduate Assistant in College Archives Job Description

TITLE: Graduate Assistant

REPORTS TO: College Archivist

BASIC FUNCTION:

The Graduate Assistant will assist the College Archivist with basic archival functions such as processing, preservation, and research in order to increase the availability of the unique historical materials related to Springfield College, the YMCA, AAHPERD, and other collections held in the College Archives.

DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- Under the direction of the College Archivist work with researchers both on and off campus to answer reference questions using the current collections
- Maintain proper care, maintenance, and security of all documents handled and assist with preparing materials for preservation
- Research and write Finding Aids for specific collections that describe the history, contents, and uniqueness of that collection and how it relates to the history of Springfield College
- Attend orientation sessions and complete training readings provided by the College Archivist that explain the role of a College Archives and how it supports graduate and post graduate research
- Communicate regularly with College Archivist about concerns, issues, or ideas arising from current projects or research inquiries
- Ensure the goals and policies of the College Archives are adhered to and promoted

QUALIFICATIONS:

Bachelor's Degree

Experience with historical research

Discretion needed to handle confidential records located in the Archives

Knowledge of common office software as well as typing and data entry skills

Ability to lift 30 lbs

Flexible to changing situation

Reliable, responsible and detail oriented

Able to work independently as well as in a group environment

Able to accept supervision

Excellent organizational, analytical, and communication skills.

Ability to interact well with a variety of people from all aspects of the college and community