

## ASSISTANT ARCHIVIST

### NATURE OF WORK

This is responsible professional and technical work in a University archive.

Work involves the researching, arranging, description and cataloguing of archival accessions, the development, modification and maintenance of computerized and manual archival systems, the preparation of finding aids and guides, and the assisting of patrons in the retrieval of archival information. Work also involves participating in the planning of physical space, the identifying and prioritizing of restoration needs, and the acquisition of archival materials. Work is performed with considerable independence and initiative under the direction of a technical superior and is reviewed through consultation and observation of results obtained.

### ILLUSTRATIVE EXAMPLES OF WORK

Assists with directing and coordinating the day-to-day activities of the Archive; participates in the development of technical procedures for archival operations; recommends modifications, as necessary; ensures that such changes are implemented, upon approval.

Reviews and arranges archival collections, including documents, manuscripts, photographs, maps, plans and drawings; compiles and summarizes custodial and administrative histories of collections; composes subject descriptions of materials in accordance with established guidelines and name authorities; establishes new name authority files as required; selects and assigns classification code numbers and subject headings.

Develops, modifies and maintains archival cataloguing systems; inputs all information on accessions; ensures appropriate application of established cataloguing rules; prepares, proofreads and modifies index cards, finding aids and guides.

Participates in the evaluation and development of storage methods for archival materials; makes recommendations on the utilization of storage facilities; assesses the restoration needs of assigned collections and participates in the prioritization of conservation requirements.

Assists patrons in the use of finding aids and guides and in the retrieval of material from the archive; responds to written inquiries by researching topics and writing related reports, compiling suitable references and/or other information.

Assesses various materials being considered for inclusion in archive holdings and makes recommendations.

Supervises the activities of assigned students engaged in searches, archival research, and related activities; reviews work for accuracy and compliance with procedures.

Prepares archive promotional and informational materials for the approval of immediate supervisor; arranges production and publication; participates in various committees as required.

Perform related work as required.

### **REQUIREMENTS OF WORK**

Considerable experience in archival work; graduation from an approved college or university with a degree in History, Folklore or related field; or any equivalent combination of experience and training which provides the following knowledge abilities and skills:

Considerable knowledge of the concepts, principles, methods and techniques of accessioning, classifying, describing and arranging archival materials.

Considerable knowledge of various cataloguing methods used by archives.

Considerable knowledge of Newfoundland history, culture and folklore and the literature of these fields.

Considerable knowledge of research methods and techniques and of providing reference research services.

Knowledge of University organization, rules, regulations and procedures.

Ability to maintain and develop archival cataloguing systems.

Ability to understand and apply archival classification systems.

Ability to consult references, identify subject matter and to verify information.

Ability to prepare subject descriptions.

Ability to present ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with archive patrons, faculty members and staff members.

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