

ARCHIVAL ASSISTANT

NATURE OF WORK

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

Work involves the arrangement and description of archival accessions, the physical maintenance of the archive, the security of the archive collections and providing assistance to patrons in the use of the archive. Work is performed with considerable independence and initiative and is reviewed through consultation with the Archivist.

ILLUSTRATIVE EXAMPLES OF WORK

Performs initial sort of archival collections, including documents, manuscripts, photographs, maps, plans and drawings; in consultation with the Archivist selects and assigns classification code numbers and headings and codes all information onto MARC worksheet.

Evaluates archival materials to determine proper method of storage and ensures that such methods are implemented where possible; makes recommendations on the selection of proper storage materials.

Assists patrons in the use of finding aids and guides and in the retrieval of material from the archive; responds to written inquiries and supplies suitable references and/or service.

Assists in assessing various materials being considered for inclusion in archive holding.

Participates in the preparation of guides and indexes to facilitate ready reference.

Assists in maintaining communication on behalf of the archives with various departments of the University and with heritage organizations in the community.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in archival and library 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 knowledges, abilities and skills:

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

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

Knowledge of research methods and techniques and of providing reference research services.

Knowledge of various cataloguing methods used by archives.

Some knowledge of university organization, rules, regulations and procedures.

Ability to follow an archival cataloguing system.

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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