

**Sul Ross State University
Position Description**

Official Title: Library Assistant, Archives **Salary Group:** 5 **Job Code:** 4252

Summary

Function: Provide clerical services, assist with public services, assist with archival collections, and supervise student workers.

Scope: Provide support for Archives operations

Duties:

Essential: General clerical duties, including compiling statistics and reports, and maintaining office machines and cash drawer. Performs public services, such as greeting visitors to the Archives, maintaining general operations, and security of the Reading Room. Assists professional staff with processing and description of archival materials as assigned. Oversees student workers from time to time.

Non-Essential: Other duties as assigned.

Supervision:

Received: Reports to Sr. Archivist or Archivist

Given: May supervise Student Workers

Education:

Required: High school graduate or equivalent.

Preferred: College or related technical training. BA Liberal Arts.

Experience:

Required: One to two years related experience in an office environment.

Preferred: Related archives or library experience.

Equipment/Skills:

Required: Proficiency in Windows based software; keyboarding 40 wpm; standard office machines; experience with data entry; maintain effective working relationships with co-workers in a team environment; ability to work independently, accurately and effectively according to specific procedures; Attention to detail and accuracy essential. Demonstrated ability to work with patrons/customers and provide exceptional customer service. Excellent oral, written, and interpersonal communication skills. Physical activities include manual dexterity, sitting, walking, standing, bending, reaching, lifting archival and library materials weighing up to 40 pounds.

Preferred: Experience in an archives or library environment. Supervisory experience.

Working Conditions:

Usual: Library/Standard Office. Repetitive use of a keyboard at a workstation. Manual dexterity. Climbing of stairs, ladders. Periods of sitting, walking, standing, and bending. Lifting and moving boxes up to 40 lbs. Exposure to book dust, mold, and fluorescent lighting. 30 hours, Monday-Friday 10 a.m.-noon; 1– 5 p.m. Security sensitive.

Special: Occasional evening and weekend hours.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.