

The University of Texas at San Antonio

Job Description

Job Title: Assistant Archivist
Code: 18057
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Library
Reports To: Head of Special Collections

Summary

- Function: Assist with collection development and special projects by providing archival processing support, including the arrangement, description, preservation, and digitization of collections.
- Scope: Responsible for supporting the daily operations in special collections, coordinating and managing special projects, and performing assignments requiring archival expertise.

Duties

- Typical:
 1. Provides reference assistance in support of the academic and research uses of the collections.
 2. Assists patrons in finding materials relevant to their research, as well as assisting faculty with archives course integration.
 3. Engages in outreach activities, products, and events that promote Special Collections.
 4. Coordinates and supervises special projects by making recommendations on project design, monitoring budgets, and reporting on progress.
 5. Maintains detailed reports and records of accounting data including preparing and tracking budgets and preparing billings, financial reports and related correspondence.
 6. Provides direction and training to staff regarding archive operations and procedures.
 7. Identifies and coordinates the digitization of collections and special projects.
 8. Coordinates and performs inventory of collections and materials.
 9. Performs other duties as assigned.
- Periodic:
 1. Acts as a liaison with internal and external customers and agencies.
 2. Works independently and collaboratively; along with co-workers, helps make decisions within all department areas of responsibility.

Education

Required	Preferred
Bachelor's degree in History, Anthropology, Cultural Studies, Library Science or related program or equivalent degree.	ALA accredited Master's degree.

Other Requirements

Required	Preferred
Criminal Background Check. (CBC)	N/A

Experience

Required	Preferred
One year of related professional experience working in an archives or research library with archival collections.	Two years of related experience.

Equipment

Required	Preferred
Excellent computer skills and the ability to use standard office machines.	N/A
Knowledge of the operation of basic equipment used in the field.	

Working Conditions

Usual	Special
Normal office environment.	Some travel, evening, and weekend work.
Archives conditions including dust and mold. Occasional evening or weekend hours required.	Contact with dust, dirt, mildew, mold, silverfish and other vermin. Ability to drive to donor location or other UTSA campuses and pack and transfer collections

Supervision

Received	Given
Overall supervision from Head of Special Collections. Must be able to work with limited direct supervision.	To other staff as assigned.

Accuracy

Accurate in all phases of the work.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.