WORK STUDY JOB POSTING

JOB TITLE: LIBR1 - Special Collections and University Archives Fellow

DEPARTMENT NAME: LIBR – Special Collections & University Archives

CONTACT NAME: Lara Wilson, Director, Special Collections & University Archivist

JOB DESCRIPTION:

The Fellow, at the direction of the Director, Special Collections & University Archivist (or designate) will provide assistance with the physical organization and preliminary categorization of rare and unique material, including photographs, paper documents, visual arts material, correspondence, and related items; and the visual assessment of rare publications for repair. Tasks will include listing, briefly describing, labeling, and/or physically arranging items as directed. Will also assist in the promotion and outreach activities of Special Collections and University Archives, including promotion via social media.

QUALIFICATIONS:

The candidate must be currently enrolled in a graduate program at UVic. Applicants must have good interpersonal skills. They must have ability to work both on their own and directly with a supervisor, be well organized and have good attention to detail in their work. Experience using the Microsoft Office Suite required. Basic database experience required. Experience with social media platforms (including Twitter) required. Experience or knowledge in accessioning processes in heritage institutions an asset but not required. Experience working archives, libraries, museums, or cultural centres an asset but not required.

JOB LOCATION ON-CAMPUS: Special Collections and University Archives, Mearns Centre for Learning, A005

WORK STUDY WAGE: $14.50/hour + 4% vacation

DEPARTMENT TOP UP: $11.38

HOURS AVAILABLE: 120

HOW TO APPLY: Lara Wilson, Director, Special Collections & University Archivist; Mearns Centre for Learning/McPherson Library 250-472-4480 email: ljwilson@uvic.ca

Applicants must be eligible for Work Study program. For details go to http://registrar.uvic.ca/safa/workstudy/workstudyindex.html