

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LIBR6 - Special Collections & University Archives Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: LIBR - University of Victoria Libraries
Special Collections University Archives

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

JOB DESCRIPTION:

The Assistant, at the direction of the Director, Special Collections & University Archivist (or designate) will assist in the promotion and outreach activities of Special Collections and University Archives, including promotion of UVic Special Collections & University Archives digital collections and related resources via social media.

The Assistant may also assist with: the description and transcription of digitized audio-visual material; archival database record updates; and the preliminary listing and categorization of rare and unique material, including photographs, paper documents, visual arts material, correspondence, and related items

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, Room A005

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$11.15/hour

HOURS AVAILABLE: 120

HOW TO APPLY: The position will remain open until filled. Send email expressing interest to Lara Wilson, Director, Special Collections & University Archivist at ljwilson@uvic.ca.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>