JOB TITLE: LIBR3 – Archives and Rare Publications Assistant
DEPARTMENT NAME: Special Collections and University Archives
CONTACT NAME: Lara Wilson, Director, Special Collections & University Archivist

JOB DESCRIPTION:

The archival processing assistant, at the direction of the Director, Special Collections & University Archivist (or designate) will assist in 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.

QUALIFICATIONS:

Undergraduate Visual Arts, History in Art, English or History student preferred. 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 or knowledge in accessioning processes in heritage institutions an asset but not required. Experience working archives, libraries, museums, or cultural centers an asset but not required.

JOB LOCATION ON-CAMPUS: Special Collections and University Archives, Mearns Centre for Learning, A005
WORK STUDY WAGE: $13.50/hour (including 4% vacation pay)
DEPARTMENT TOP UP: N/A
HOURS AVAILABLE: 120 hrs
HOW TO APPLY: Apply directly to Lara Wilson, Director, Special Collections & University Archivist via email: ljwilson@uvic.ca by September 14, 2018

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php