



Position Title: Library Assistant - Archives

Reports To: Director of Library Services

Department: Academic Affairs

Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible, Grant Funded

POSITION OVERVIEW

The Library Assistant position will be responsible for managing archives, updating website information, shelving inventory, processing acquisitions, creating aids, and engaging in collection development.

DUTIES AND RESPONSIBILITIES

- Create digitization process using scanning and uploading methods
- Develop preservation system for archival materials
- Organize special collections
- Maintain files of all archival materials
- Assist where needed with collection development
- Assist in preparing annual reports
- Requires bending, stooping, reaching, lifting and carrying books weighing up to 50lbs

MINIMUM QUALIFICATIONS

- Graduation from a 4-year college or university
- At least 2 years of library or relation experience
- Availability to work evenings and weekends on a rotation

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of common library practices and procedures
- Good customer service skills
- Ability to communicate effectively orally and in writing
- Familiar with integrated library systems
- Experience using Microsoft Office
- Ability to work independently with little supervision

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter and Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please