Position Title: Library & Archives Assistant  
Department: Library  
Reports to: Librarian  
Hiring Range: $26.66 - $29.27/hour  

General Accountability  
Under the direction of the Librarian, the Library & Archives Assistant is responsible for the organization, preservation, and access of the St. Jerome’s Archival Collection. They will also support general library operations, including customer service and ensuring proper closing procedures during evening shifts.

Nature and Scope  
St. Jerome’s University provides a culture and environment for employees that endeavors to promote the mission of the University. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

The Library & Archives Assistant works in collaboration with other library staff to provide service to faculty, staff and students with regard to the SJU archives. They will support library operations by ensuring proper closing procedures of the library and providing supervision to student staff during evening shifts.

Specific Accountabilities  

Archives Administration  
• Requests and processes archival materials in accordance with the Rules of Archival Description (RDA)  
• Responds to requests for archival material, from the SJU community and public  
• Responsible for creating and updating electronic archival records  
• Maintains usage statistics for the archives collection  
• Performs duties related to the preventative conservation and storage of materials  
• Creates archival displays which showcase the St. Jerome’s Archives Collection

General Library Support  
• Provides supervision, coaching, and assistance to student assistants as required  
• Responsible for ensuring that proper procedures are followed during evening shifts and closing of the library  
• Responds to complex patron reference questions at the Library Information Desk  
• Refers patrons to other library and university service points as appropriate  
• Other duties as assigned

Working Conditions  
• Work outside of the regular University operating hours is required  
  o Sept – April hours: 4:30 – 9:30pm (Monday – Thursday)  
  o May – August hours: 12:30 – 5:30pm (Monday – Thursday)  
• Regular office and library environment  
• Periodic lifting and carrying of parcels
Qualifications Required

• Post-secondary training/courses in library archival or records management
• Experience working with records management in a library setting
• Strong organizational skills
• Exceptional attention to detail to maintain integrity and accuracy of library records
• Good interpersonal and communication skills
• Demonstrated commitment to high quality customer service
• Ability to lift boxes containing archival materials (up to 25 lbs)
• Ability to climb stairs