University Archives Assistant

The University Archives Assistant supports the activities of The Ohio State University Archives, the Byrd Polar Research Center Archival Program, and the Ohio Public Policy Archives, to provide reference services and referrals; assist with promotion and outreach activities; coordinate the Archives’ web presence and social media; work with archivists to facilitate digitization activities and collection description activities; work with the Libraries Business Office to manage Archives business operations; coordinate student and volunteer schedules and paperwork. Consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of the Distinctive Collections and Digital Programs unit. All other duties as assigned.

Required Qualifications:
Bachelor’s Degree in history, humanities, or related field or equivalent level of education and experience; ability to operate forklift at elevations up to 32 feet and ability to lift an archival box of 40 pounds with or without a reasonable accommodation; experience using web design software such as Drupal or WordPress; ability to be flexible with experience prioritizing multiple simultaneous demands; excellent written and oral communication skills; strong problem-solving and analytical skills.

Desired Qualifications:
Experience in archival setting; knowledge of trends and current best practices in delivering archival materials and digital collections to users; knowledge of web content management systems; experience with data entry such as inventorying; creativity and ability to initiate new projects; experience in business operations; experience supervising student employees.

Pay Range:
$17.50 - $19.00 per hour.

Application

The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, disability status, or protected veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.