Special Collections Assistant

The Special Collections Assistant is responsible for the organization and coordination of operations, procedures, and resources that facilitate collaboration, streamlining, and efficient customer service in Thompson Library Special Collections (THO SC). Provides administrative and operational support services for the Thompson Library Special Collections Head, curators, staff, visiting scholars, and other patrons. Serves as the primary point of contact and provides a broad range of basic to complex services relating to document preparation, correspondence, database entry and management, invoice creation and completion, supply ordering, donor and stewardship support, equipment inventory and maintenance, and departmental webpage support. Serves as Event Coordinator for THO SC programs. Manages department P-card and travel arrangements. Occasional evening and weekend hours required for reading room support and events management. 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 Thompson Library Special Collections. All other duties as assigned.

Required Qualifications

At least 1-year of experience in office practices and procedures. At least 1-year providing direct service to a diverse customer group; Proficient in MS Word, PowerPoint, and Excel; Detail-oriented, excellent planning and organizing skills; Excellent written and verbal communication skills.

Desired Qualifications

Bachelor's degree in Business, Humanities, or Arts or related field or an equivalent combination of education and experience; At least two years of experience with general office practices, procedures, software and equipment in a professional work environment; Experience working in an academic library or large institution setting; Knowledge of university policies, rules, regulations, and fiscal procedures; Knowledge of TAS (The Advancement System) or other customer relation management database. Experience with P-card management and arranging travel.
Pay Range
The posting range for this position is $17.74 to $19.23 an hour.

Application
Please submit cover letter and resume with the online application at https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Special-Collections-Assistant_R61322. The posting will expire on October 14, 2022.

University Libraries is committed to building a diverse, equitable and inclusive environment for people of all backgrounds and ages. We are taking steps to meet that commitment and especially encourage members of under-represented communities to apply, including but not limited to women, people of color, LGBTQ+ people, veterans, and people with different abilities. We know there are great candidates who have backgrounds less traditional to our field of work—if that is you, please apply and tell us about yourself.

The Ohio State University is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.