Archives Clerk

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Office, Clerical and Technical

Archives Clerk

Archival and Special Collections, Library

Temporary part-time from March 4, 2019 to February 28, 2020
(Less than 24 hours a week)

Hiring #: 2019-0122

Please read the Application Instructions [1] before applying

The Archival and Special Collections (ASC) Section of the Library is responsible for housing materials that are unique or very scarce; these include archival fonds, special collections, and rare books. Often the condition of these resources is fragile. Materials in ASC’s collections date back as early as the 14th century and span all centuries up to the present day. Careful handling, environmental monitoring and special security precautions are vital. Access to our records is limited to strictly controlled and supervised conditions, and ASC has closed stacks, meaning researchers cannot browse the shelves themselves. All retrievals are done by qualified staff. The user community is diverse: from more specialized, focused scholars with narrowly-defined research interests to students, community researchers, and genealogists who may have no experience working in archives and thus require additional education on how archives work. One third of our researchers are from off-campus, including scholars and students from Europe, North America, and Asia who often will be in Canada specifically to work with our collections. This unit handles approximately 500 off-site (phone and e-mail) and 1,500 on-site queries of various types each year resulting in approximately 6,000 retrievals of material per annum.

The Archives Clerk plays an integral role in ASC by providing a variety of seamless services to our researchers. The position provides support to the unit in three primary areas: reference services support, collections-related support, and various clerical duties. The first area includes fulfilling paging requests for researchers and staff, which includes retrieval (including delivery to the reading room), and re-shelving (including delivery back from reading room to storage); completing scanning and photocopying requests for researchers and staff; scanning services, for example, to produce high resolution images for use in publications (includes requirement of operating the large format scanner as well as the planetary scanner). Collections-related support includes activities such as various shelf-reading and holdings survey projects; updating holdings information in catalogue records; and raw-duping and checking lists of book donation offers. Other clerical duties includes activities such as monitoring and preparing orders for supplies; data entry; basic records-keeping duties (including filing of reader stats, permission, etc. forms); and other duties as required.

Requirements for the position include a minimum of a high-school graduation diploma as well as six months experience in a library/archives or service industry or the equivalent combination of education and experience. Experience performing paging work, filling orders, and prior scanning experience in an archival academic setting would be a strong asset. Intermediate computer skills and demonstrated knowledge of Microsoft database, spreadsheet, and word processing programs are required; familiarity with photo editing software is an asset. The incumbent must work effectively and efficiently without direct supervision and will be able to carry out assignments independently. This job involves frequent lifting and a diverse range of motions for a wide variety of activities. The ability to prioritize work and good judgment skills are essential as is attention to detail.

Hourly rate $16.08 - $17.95 per hour

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are
traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 02 27
Closing Date: 2019 03 06

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/archives-clerk

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply