Position Overview (1-3 sentences)
Works under general supervision and is responsible for assignments in different functional areas, including special collections, book repair, archival research, physical and digital preservation, and a variety of clerical- and business-related tasks in support of the administrative operations of the library.

Essential Job Functions
- Uses appropriate functions in the Integrated Library System to edit and update library records to reflect special collections holdings.
- Inventories and repairs materials in special collections.
- Assists in filling genealogical and historical requests requiring access to the Historical Collection and the Manuscript Archives.
- Collects and maintains files of articles related to W&J from various local publications.
- Assists in indexing the W&J Magazine, updates W&J College related files, and researches archival subject areas compiling relevant information for future use.
- Assists in organizing archival materials and does basic classification in Archives.
- Transcribes handwritten documents in the Manuscript Archives.
- Assists in organizing, preserving, digitizing, and classifying various collections.
- Participates in the research and set-up of archival displays.

Requirements
Knowledge of library principles, methods, techniques, and procedures preferred. Knowledge of library special collections and archives preferred. Knowledge of office terminology, procedures and equipment; ability to maintain clerical records and prepare reports from such records; proficiency with word processing and spreadsheet software; ability to work in a team environment; accuracy, integrity, and sound judgment.

Other Skills/Abilities
None

NOTE: This position description is not intended to be all-inclusive. Student may perform other related duties to meet the ongoing needs of the host site.