

SPECIAL COLLECTIONS LIBRARY INTERN

Job Title: Archives Processing Assistant, Hargrett Library

Position Type: On Campus Student Employment

Job Description: Hargrett Library student assistants will have the opportunity to gain hands-on experience working with primary source materials. Responsibilities include:

- Rehousing and organizing historic architectural materials
- Creating inventories and descriptive records using spreadsheets and/or the ArchivesSpace web platform
- Performing other tasks, such as light preservation work

Skills:

- Produces accurate and thorough work with minimal errors
- Consistently meets deadlines and delivers quality work
- Manages tasks with minimal supervision
- Demonstrates sound judgement in identifying problems and reporting issues to a supervisor

Preferred experience:

- Experience working collaboratively in a team setting
- Familiarity with Microsoft Excel and/or Google Sheets

Schedule: Flexible between the hours of 8:00 AM to 5:00 PM, Monday-Friday

Location: Onsite

Dates: Summer position, can begin May 13 and will run through August 4

Compensation: \$11.75 per hour

To Apply: Email resume and brief paragraph about your interest in the position to jessica.rayman@uga.edu