

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LIBR 6 - Special Collections & University Archives Assistant (CUPE)

DEPARTMENT NAME: LIBR – Special Collections & University Archives

CONTACT NAME: Lara Wilson / Director, Special Collections & University Archivist

JOB DESCRIPTION:

Special Collections & University Archives (SCUA) is a unit of UVic Libraries responsible for the acquisition and preservation of, and access to, rare books and periodicals and historical records in a variety of subject areas, in support of learning and research. SCUA is open to the public as well as to students, staff and faculty, Monday to Friday.

The archives assistant primarily provides the following services to patrons at the Special Collections & University Archives information desk: supervision of reading room; orientation to reading room policies and equipment; ensuring security of materials; receiving patron material requests and materials return; assistance with classroom setup; triaging of reference questions; and tracking of retrieval statistics. Other duties include preparation of print and archival materials inventories, and physical re-housing of materials into acid-free enclosures and boxes.

Minimum 5 hours per week / scheduled shifts, preferably afternoon.

QUALIFICATIONS:

The candidate must be currently enrolled in an undergraduate program at UVic. Applicants must have good interpersonal skills, the ability to work on their own and directly with a supervisor, be well organized and have good attention to detail. Experience searching UVic Libraries catalogue required; basic database use and data entry required. Experience with or knowledge of accessioning processes in heritage institutions an asset but not required. Experience working in archives, libraries, museums, or cultural centres an asset but not required.

JOB LOCATION ON-CAMPUS: Special Collections and University Archives, Mearns Centre for Learning -McPherson Library, A005

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

HOURS AVAILABLE:

100

HOW TO APPLY:

Please apply via email with cover letter and resume to Lara Wilson, Director, Special Collections and Archives

ljwilson@uvic.ca

Tel: 250-472-4480

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