Special Collections Student Assistant

Description
The Special Collections student assistant will work with the Library’s rare and unique materials such as antiquarian books, manuscripts, and archival collections. The student assistant may be responsible for processing archival collections (inventorying, rehousing materials), retrieving materials, sorting and shelving materials, searching for missing books, maintaining an orderly book stacks, scanning/copying materials, covering the Special Collections reference desk, and other duties as assigned by supervisors.

Schedule: 8-12 hours per week; all hours worked between 9am and 5pm Monday through Friday.

Qualifications
- Excellent attention to detail and strong organizational skills
- Demonstrated computer skills (e.g., Microsoft Office)
- Physical ability to bend, stretch, lift 25 pounds, and use a rolling ladder
- Intellectual curiosity or interest in history and/or religion
- Previous library experience preferred but not necessary