

The University of Akron
Classification Specification

Job Title:	Archives Associate	Job Code:	80603
Job Function:	Staff	Grade:	116
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	2/5/14

Job Summary:

Classify and catalog archival collections. Assist patrons in retrieving archival records. Provide clerical and administrative support.

Essential Functions:

50% Access, classify and catalog archival collections. Place materials in proper location for patrons and storage. Create inventory listings.

30% Research, identify and locates materials requested by patrons. Answer phones and provide general guidance to library patrons.

10% Assist with student record/client file storage, retrieval and delivery of materials.

10% Perform general office duties: make copies, obtain mail, fax materials etc.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year of experience in library policies and archival and/or records management. Ability to organize records, statistics and collections required. Understanding of how researchers use archival selections required. Knowledge of library materials preservation techniques and standards required. Basic computer skills including word processing and ability to conduct file searches required. History background preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.