



## Savannah State University Position Description – Archival Assistant

### ***POSITION DESCRIPTION***

Position Title: Archival Assistant FLSA Status: Nonexempt  
Reports to: Library Director  
Department: Library  
Date Prepared: June 2003

### ***BASIC FUNCTION***

The position ensures that the archives collections are properly maintained and made accessible to the public.

### ***NATURE & SCOPE***

Reporting to the Library Director, this position is assigned the accountability for the archives collection. This includes accessing materials, arranging and describing materials. The incumbent must also encapsulate the materials for preservation purposes and re-house them.

This position also assists patrons particularly in the reference section replying to information requests. The incumbent also maintains a record of visitors and the number of information requests received.

This position is also expected to review and update policies and procedures, supervises student workers assigned to the archive section.

### ***PRINCIPAL ACCOUNTABILITIES***

- Processes collections.
- Preservation of materials.
- Provides reference services.
- Maintains record of archives activity.
- Performs administrative duties.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a four-year college degree.