

PSAC Job Description

Job Title	Student Archives Assistant	Rate of Pay	In accordance with CA
Classification	Student Assistant II	Approved	September 2024

Job Summary

To assist the SJ McKee Archives with processing, digitizing, and describing archival collections.

Primary duties:

1. Physical processing of archival collections, including basic selection and culling
2. Development of arrangement and descriptions for archival collections that meet archival standards
3. digitization of archival materials
4. publication of online finding aids for archival collections using archival discovery systems
5. other relevant duties as assigned

Qualifications

Skillset:

1. strong research skills and experience working with primary documents
2. limited advanced skills and judgment as well as being detail-oriented
3. ability to communicate clearly and effectively
4. ability to work independently and/or with others effectively, including being punctual and reliable

Education:

1. Preference given to current Brandon University student; second year undergraduate level/standing is required, third year level/standing is preferred
2. Specific courses including Understanding Archives and Historiography & Historical Methods are an asset
3. Strong academic standing

Experience:

1. Familiarity with the Rules of Archival Description (RAD) and DB/Textworks an asset
2. Previous archival work considered an asset

Working Conditions

1. Work with minimal supervision
2. Physically able to lift archival materials, bend to shelve, and maneuver large heavy carts

Alternate Job Titles may include: