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Special Collections Assistant

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Name: Wendy Harrison

Position Number: 10014110

Classification Title: Staff Assistant

Library Title: Special Collections Assistant

Direct Supervisor: Collection & Resource Services Department Head

Description:

Working with the Cataloging Team and the Special Collections Librarian, the Special Collections Assistant participates in the management and processing of both physical and digital special collections; supervises and trains student assistants; develops finding aids; participates in an automated an ticketing workflow; loads and pulls materials from the automated retrieval collection; and creates structures and manages the digital special collections platform.

Duties:

- Supervises, trains, and creates projects for Special Collections student assistants.
- Assists the Special Collections Librarian with supervision, training, project creation, and project monitoring for graduate students from other departments and volunteers.
- Collaborates with Cataloger and Special Collections Librarian in the development of workflows for managing Special Collections, including both physical and digital collections.
- Collaborates with the Cataloger and Special Collections Librarian in a full cycle workflow for manuscript and digital collections and logs all progress in the automated ticketing platform.
- Creates, assigns and respond to tickets using the automated ticketing platform.
- Manages the digital platform for Special Collections for both Henderson and Lane Libraries.
- Collaborates with the Special Collections Librarians at Henderson and Lane Libraries to develop structures and submission forms for creating digital collections.
- Collaborates with the Institutional Repository Manager and digital platform consultants regarding technical aspects of creating demo and live digital sites.
- Creates and/or supervises the creation of initial finding aids in preparation for final review.
- Assists with the digitization of selected materials.
- Assigns, pulls, relocates, stores and assists with troubleshooting for Special Collections materials stored in the Automated Retrieval System.
- Trains faculty, staff and students to use scanning equipment and editing software.
- Performs all other duties as assigned.

Revised: 10/10/19