Job Title: Archival Associate

BCAT Code: 09IX15  Effective Date: April 1, 2007
Pay Grade: G11   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Performs advanced level duties associated with the preservation and processing of permanent historical records according to standard archival practices and procedures, and provides reference service to a variety of patrons.

Examples of Duties
- Processes and arranges archival and manuscript materials of all formats.
- Composes accurate descriptions of processed materials.
- Researches archival and historical sources for information to determine the appropriate arrangements and to prepare text and electronic access tools.
- Provides reference services for patrons and researchers.
- Participates in the development of automated access to archival holdings.
- Identifies endangered materials and suggests the kind and level of conservation work needed.
- Researches and writes text and prepares artifacts and visual materials for exhibits.
- Participates in developing departmental policies and procedures.
- Serves on committees of the academic unit and of the University.
- Interacts directly with donors when necessary.
- Performs special projects as assigned by the Department Head or Faculty Archivist.
- Assists the Archivist or Department Head as required.
- May function as a lead worker; trains student assistants and supervises their work.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable policies, procedures, and laws.
- Knowledge of computer applications related to area of assignment.
- Effective communication and time management skills.
- Ability to analyze and solve problems.

Minimum GSU Hiring Standards
Bachelor’s degree and four years library or archive experience; or high school diploma or GED and eight years library or archive experience; or a combination of education and related experience. Supervisory or lead worker experience may be required for some positions.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.