UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty_____ Exempt _____ Non-Exempt _____ Other____

FOR LIBRARY HR USE ONLY – Position Number

Date Prepared: 5/1/2013 Division: CMSC
Prepared by: Cassie Schmitt Department: Special Collections
Reports to: Cassie Schmitt Position Title: Graduate Assistant - Access

NATURE OF WORK:

This position will work to support access activities making materials available in Special Collections across subject matter and formats. The work will benefit the libraries by streamlining and establishing online access to hidden special collections, helping coordinate decisions and priorities based on data, use, and need.

The position will concentrate on developing and improving policies, procedures, workflow, and tools under the direction of the Access team leader.

Graduate Assistants will gain skills and experience in project management, database migration, policy and procedure development, arrangement and description standards, and processing archival collections.

DUTIES AND RESPONSIBILITIES (indicate % of time spent on job duties):

- Fully participate in access activities
- 60% Manage Collections Assessment Project
- 20% Assist in transfer to a new archives collection management system
- 10% Process collections at a collection level across collection areas and formats
- 10% Performs other duties, as assigned.

PHYSICAL DEMANDS:
• Must be able to lift boxes weighting approximately 40 pounds

SUPERVISORY RESPONSIBILITIES:

• May supervise related project work of Special Collections students and volunteers

QUALIFICATIONS (Knowledge, skills, and abilities):

EDUCATION:

Required
• Must be enrolled in a graduate program at the University of Maryland

Preferred
• Enrolled in a graduate program in the College of Information Studies at the University of Maryland

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):

Required
• Evidence of analytical skills
• Willingness and ability to learn new technologies
• Ability to work independently after initial training
• Strong oral and written communication skills
• Must be able to lift boxes weighting approximately 40 pounds

Preferred
• Previous experience or interest in working in an archives or special collection setting
• Project management
• Familiarity with MS Excel and MS Access

Employee’s Signature_________________________________________ Date____________

Print Employee’s Name________________________________________

Supervisor’s Signature________________________________________ Date____________
*Note: Asterisk indicates these are essential job functions.

Rev 06/08/12