GRADUATE ASSISTANT POSTING

POSITION TITLE: University Museum – GA - Archives
NUMBER OF POSITIONS/PERCENT: 1 Master’s Level Research Assistant Position at 25% time (10 hours per week)
TIME PERIOD OF POSITION: Fall 2021 Semester (August 16 – December 15, 2021)
UNIT: Library Affairs – University Museum
CONTACT PERSON and PHONE: Susannah Munson, 453-5388

GENERAL RESPONSIBILITIES:
Summary: Under the general direction of the University Museum Curator, the Museum Archive Graduate Assistant will be responsible for assisting with the daily functions of the University Museum Archive including accessioning, archival storage, loan preparation, inventory research, and records management. The Graduate Assistant may also be assigned other collection-related duties or projects, as needed.
1. Accessioning new collections.
2. Preparing and receiving loans.
3. Monitoring storage environments and updating as appropriate and necessary.
4. Inventory and Records Maintenance.
5. Research.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree.
- Admission to SIUC Graduate School in an M.S. Level program at the time of application.
- Possess good organizational skills.
- Ability to work independently on projects with attention to detail and must be reliable.
- Since position works at the off-campus storage facility, transportation is required and is the responsibility of the candidate.

PREFERRED QUALIFICATIONS:
- Experience working in a museum or archive.
- Experience doing inventory.
- Possess an interest in learning about and/or working in museums and archives.
- Possess an interest in SIUC and Southern Illinois history.

TO APPLY:
To obtain an application, please visit our website at https://lib.siu.edu/about/employment/graduate-assistantships.php for online application instructions. Submit a completed application form, Official Fall 2021 Class Schedule, Driver’s License, current resume/CV, and transcripts to the Library Affairs Administrative Offices (Morris Library, Room 290) via Campus Mail to: Library Administrative Office, Library Affairs, Mail Code 6632, SIU Carbondale or scan/email to adminoffice@lib.siu.edu.

DATE OF POSTING: July 28, 2021
DEADLINE FOR APPLICATION: August 10, 2021 or until filled