

UAA Summer Archives' Assistant

Job Poster

May 27, 2024-September 20, 2024 (16 weeks)

35 hours per week at \$25/hour

The University of Alberta Archives (UAA) is pleased to offer a Summer Archives' Assistant position through the Young Canada Works program. Located in Edmonton, Alberta, the UAA is the official repository for the permanently valuable records of the University of Alberta and its affiliated institutions. The archives acquires, preserves and makes available university records and private papers from faculty, staff, students, alumni and various university related organizations.

The Summer Archives' Assistant will assist with a variety of archival tasks. Under the supervision of an archivist, the student will assist with making archival records available to the public and facilitating access to the materials. Specific duties include the following:

- Assist researchers with reference queries and supervise researchers in the Reading Room;
- Index digitized photographs and attach metadata to images to make them searchable;
- Flag poor quality scans and/or anomalies between scans and inventory descriptions, identify duplicates and determine the best quality scan to keep;
- Process an archival fonds, rehousing materials into archival folders, boxes and sleeves as required;
- Create archival finding aids and upload and update content in various online discovery systems;
- Assist with the transfer and accessioning of materials received by the archives;
- Digitize select content for researcher requests, social media posts, etc.
- Other duties as assigned.

The University of Alberta Archives is looking for a candidate who has a keen interest in archives and a desire to learn. The ideal candidate will be enrolled in or have completed an archival education program, such as a Masters of Archival Studies degree, or have some experience working or volunteering in an archives, special collections or museum.

This job also requires someone who is comfortable with technology, particularly the Google suite of software, and who can navigate online search tools.

The candidate must be able to read and write English, with knowledge of another language considered an asset but not required.

Other qualifications include:

- Ability to work collaboratively in a team environment and independently from a remote location.
- Strong attention to detail and the ability to accurately follow instructions, guides and templates.
- Strong time management skills and an efficient work ethic.
- Familiarity with the Canadian Copyright Legislation and AB Freedom of Information and Protection of Privacy Act an asset.

This type of work involves lifting boxes up to 40 lbs, but is not a requirement of employment. Our facility is also a ground level building so is suitable for an individual with specialized mobility needs.

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.

To apply, please submit a cover letter and resume to anna.gibsonhollow@ualberta.ca by April 30, 2024 11:59 pm MDT using the email subject "YCW: Summer Archives Assistant." All eligible applications will be reviewed, however only shortlisted candidates will be invited for an interview. Two references will be requested prior to the interview.

This position is offered through the Young Canada Works in Heritage program. For more information on eligibility and how to apply, please visit:

<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>