

University of Houston – Clear Lake

Position Description

Job Title: **Library Technician - Archives**

Job Code: **5416**

Pay Grade: **070**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Two years or 60 hours college credit or Associate of Arts degree.	
Experience		Previous archives experience will be given special consideration.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This position involves accessioning and inventoring incoming collections, providing assistance in processing collections, and keeping accurate records of work. This position also provides excellent reference services to researchers, reshelves boxes and folders as needed, and provides photocopying services. This position is responsible for ordering archival and office supplies, and any performing other necessary clerical duties.

Duties and responsibilities	% Time
Prepares and maintains lists necessary to archival operations, creates computer records and maintains all computer records for archives.	60
Photocopies archival material for outside requests.	15
Provides reference services to University staff and visitors in locating materials.	15
Files folders, boxes and incoming catalogued books.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.