

Job Title:	Archivist Assistant
Supervisor:	Director of Archives
Exemption Status:	Non-Exempt
Job Number:	12-103
Revised:	June 21, 2022

JOB SUMMARY

The Archivist Assistant is responsible for sorting, classifying, and preserving documents and other items of historical value to the Ursuline Sisters of Cleveland.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintain, preserve, categorize, label, file, and digitize all archival documents, photos, and artifacts according to categorical record groups;
- Conduct research as instructed by the director of archives;
- Take inventory of supplies and submit list of needed supplies to the director of archives;
- Regularly monitor temperature and humidity levels in the Archives;
- Assist as needed with any archival duties as determined by the director of archives; and
- Oversee the operation of the Archives when the director of archives is absent.

JOB REQUIREMENTS

- Excellent Organizational skills, as the position requires the ability to work on multiple projects simultaneously;
- Proficiency in Microsoft Word and Excel;
- Ability to communicate effectively and work independently;
- Demonstrated ability to handle sensitive information with discretion and tact;
- Bachelor of arts degree in a related field of study is required; a master's degree in library information science (MLIS) or a related field is preferred but not required.
- Archival work experience preferred; and
- Some familiarity with religious life / congregations of women religious preferred but not required.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- May be required to travel to perform certain work functions outside of an office environment.
- General office environment: must be able to utilize a phone, computer and screen, and other office equipment. While performing the duties of the job, the employee is frequently required to sit, talk, hear, stand, walk, reach, stoop, or kneel. Must be able to frequently lift up to 50 pounds.

DISCLAIMER

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.