

**Position: Archives Assistant**

Department: Duke Divinity School Library

The Duke Divinity School Library is seeking a work-study eligible student to serve as an Archives Assistant for the Divinity Library Special Collections. Primary duties may include:

- Arranging and describing archival materials according to archival standards
- Assisting in the preparation digital collection guides
- Scanning and reproducing materials for online accessibility
- Performing quality review on digital images and generating metadata
- Using Adobe Acrobat, Photoshop, and Bridge to manage digital images
- Performing periodic collections maintenance
- Examining records for privacy and copyright concerns
- Working directly with old records that may expose them to common allergens
- Working with a wide range of digital and analog media, including audiovisual materials
- Preparing and transporting cartons to storage
- Assisting with the preparation of exhibits

The position is for 20 hours a week at a rate of \$10.25-\$10.75/hourly. The position is for the summer (May 2018-August 2018) between 8:00am -5:00pm. No weekend hours are available. Students must be able to present two of the following forms of identification in person (not scans) if selected for the position: Driver's License, Passport, Birth Certificate, or Social Security Card. If you are interested in applying for this position, please send an email with attached CV to Rebecca Bowers, at [rbowers@div.duke.edu](mailto:rbowers@div.duke.edu) with the words Archives Assistant in the subject line.