POSIXTION DETAILS

The Brooklyn College Archives and Special Collections have a part-time position open for a minimum of 12 hours per week, and possibly up to 16. The Archives is open Monday to Friday 9 am to 5 pm and the successful applicant would work on scheduled days from 1 pm to 5 pm. There is funding for the position through the end of June 2019. Reappointment is contingent upon satisfactory performance and financial availability.

Reporting to the College Archivist.

Responsibilities include:
- Front desk – answering the phone, helping patrons, ensuring researchers follow the Reading Room rules.
- Archival processing which includes filing and organizing documents.
- Retrieve books and archival materials from the storage area
- Making photocopies for patrons.

MINIMUM QUALIFICATIONS
- Must demonstrate sufficient skills to perform the duties of the assigned tasks.

PREFERRED QUALIFICATIONS
- Previous office experience
- Experience working in a library or archives

COMPENSATION
$15/hour

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY
Candidates should email their resume to specialcollections@brooklyn.cuny.edu
CLOSING DATE
March 25, 2019

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.