JOB DESCRIPTION

1. **JOB TITLE:** Archives and Picture Collection

2. **SUPERVISOR:** Library Technician, Archives

3. **DUTIES:** Special projects organizing archival materials

4. **JOB SKILLS:** Independent and detailed worker

5. **NUMBER OF HOURS:** 5 hours per week

6. **NUMBER OF STUDENTS:** 2 students

7. **WORKING HOURS:** Monday – Thursday, 8am-4pm

December, 2015