STUDENT ARCHIVE ASSISTANT
JOB OPENING ID 323167

JOB DESCRIPTION
The Institute for Social Research and Data Innovation (ISRDI, www.pop.umn.edu) has an immediate opening for an undergraduate archive assistant to work with its Data Access Core, continuing through the summer of 2018 and beyond. Data Access student staff are involved in maintaining ISRDI’s unique and vast collection of population data. ISRDI is a University-wide interdisciplinary cooperative for demographic research. ISRDI serves faculty members and researchers from ten colleges and 26 academic units across the University of Minnesota. For more information about our data projects, see http://ipums.org.

RESPONSIBILITIES
In this role you will be responsible for the creation of bibliographic records for a large collection of print materials (60%). You will also be involved with scanning, image cleaning, and document tracking for the archive (30%), as well as the production of document collections for distribution (5%) and the verification of optical character recognition and the production of output to a researcher’s specification (5%).

Starting rate: $10.71/hour
Hours: Flexible scheduling from 8AM-5PM, Mon-Fri. 15-25 hours per week
Work location: West Bank Office Building, just off the West Bank campus

QUALIFICATIONS
Required: Restricted to undergraduate students admitted to a degree program at the University of Minnesota. Ability to work independently and with limited supervision. Must have good communication and interpersonal skills to work with service requests. Ability to organize time efficiently and meet deadlines. Attentive to detail and committed to accuracy in work project.
Preferred: Experience with scanning and or OCR work. Experience with bibliographic database searching and record structure.

APPLICATION PROCEDURE
Apply using the University of Minnesota's online employment system via MyU. Search job number 323167. Please attach a resume and cover letter, detailing your qualifications and interest in the position. We will begin reviewing applications immediately.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.