

JOB DESCRIPTION

Job Title:	Archive Assistant Doctoral Placement Student
Department / Unit:	Library, Learning Support and Culture division (Student & Academic Services directorate)
Job type	Casual
Grade:	Grade 5 - £ 14.71 per hour (plus one additional hour holiday pay for every eight hours worked)
Accountable to:	Archivist and Special Collections Curator
Accountable for:	n/a
Purpose of the Post	
<p>As part of the university's Cultural Services Team, the Archive Assistant Doctoral Placement Student will support a range of work in the university archive. They will be introduced to a wide range of archival practice, splitting their time between dedicated cataloguing and service development projects and supporting the day-to-day operation of the archive (answering inquiries/supervising the reading room/assisting with visits, teaching and public engagement activity). They will learn about archival processes from handling, production and preservation to policy development and acquisitions. They will also have the opportunity to contribute to service development and engage with conversations around digitization and the presentation of collections online.</p> <p>As part of a small team, this role offers scope to build a comprehensive understanding of archives and collections and gain a range of transferrable professional skills. Training will be provided by the Archivist & Special Collections Curator. Applications are welcomed from students of any discipline. There will be a requirement to be on campus to undertake the placement, with limited remote working by arrangement. The post will require an ability to lift archive boxes and use ladders to retrieve materials from shelves.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. Assist with the general operation of the Archive Service including the production of material from the Store, supervising the Reading Room, volunteer management, answering inquiries both in-person and remote, assisting with teaching and public engagement activity. 2. Accession and catalogue archival material and update existing archive records on the collections management system, Ke Emu. 3. Review and contribute to the development of a new structure for the storage and preservation of digital assets and collections. 4. Use specialist equipment to digitise archival collections. 5. Contribute to conversations around the restructure the Cultural Services' online presence, which may include editing and the production of new material for the website 	

and social media.

6. Attend regular Cultural Services team meetings and, where relevant, work with colleagues across the Library Service.

Relevant training will be provided.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Service. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Colleagues across Library Services
- Professional Services colleagues, including others within Student & Academic Services
- Students
- Academics
- External networks and contacts, e.g. suppliers and other archives and collections

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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	Essential	Desirable
Knowledge, Education, Qualifications and Training Enrolled as a current doctoral Royal Holloway student Knowledge of accessibility and access requirements Knowledge relevant to Royal Holloway archive collections	E	D D
Skills and/or Abilities Good written communication skills Good verbal communication skills Attention to detail IT skills – competence in MS Office, use of databases, internet, email, social media	E E E E	
Experience Experience of web editing or another more advanced IT skills Experience of working in a team and independently Experience of study or working with archives/collections/library materials	E	D D
Other requirements Enthusiasm and commitment to providing a professional service for visitors	E	