The Research Services and Projects Assistant provides research services and auxiliary projects assistance in Special Collections.

MAJOR RESPONSIBILITIES & SPECIFIC DUTIES

Research and Outreach Services (75%)
- Provides reference assistance to researchers using Special Collections (SC) materials. This includes in-person visits as well as e-mail, mail, and phone requests.
- Instructs researchers regarding SC policies and procedures and ensures that these are followed by all users.
- Acts as backup staff to the Reading Room service desk as needed and attends to visiting patrons. Monitors public access areas of SC including the Reading Room and instruction areas. Assists with the retrieval of materials from SC collections area for researcher use.
- Trains student assistants for a variety of tasks useful for the department, monitors their work and their payment schedule on the Workday System.
- Curates content, writes label copy, and coordinates production of physical and digital exhibitions under the supervision of the SC librarians
- Assists SC librarians with collection development of monographic collection, including the researching and acquisition of rare book purchases
- Assists with special projects as assigned, including digital and bibliographic projects.
- Assists with SC instructional services, including coordinating teaching schedules, pulling materials for SC seminars and supporting the activities of librarian faculty for classes in SC
- Assists as needed with after-hours Special Collections events

Collection Management Services (25%)
- Assists with the processing of archival collections under the supervision of Special Collections librarians.
- Assists the Rare Books Librarian with Aeon (a system for managing Special Collections item requests) issues, problems, upgrades, and patron training.
- Searches SC monograph and periodical backlog and new acquisitions in OCLC and millennium for distribution to appropriate cataloging queues
- Creates temporary brief bibliographic records for invoice processing.
- Manages requests for photocopying and digital reproduction services.
- Coordinates with pertinent departmental and Library-wide staff and faculty for the scanning and photographic reproduction of SC materials for patron requests.

Communications, Relationships, and Service Applicable towards all duties
- Maintains helpful and supportive customer service behavior with all library customers.
- Attends necessary departmental and library-wide meetings