Boston College, John J. Burns Library
Archives Department

Job Description:

Special Collections and Archives Assistant

Conducts detailed bibliographic, biographical, and historical research; digitizes special collections and archival materials; shelves, arranges, moves, and houses special collections and archival materials; performs inventorying, organization, and description of special collections and manuscript collections; neatly labels archival boxes and folders; and enters data into an archives collection management system. Significant training, a high level of responsibility and skill are required as students directly handle rare and valuable materials in a high security environment. Expected to work with minimal supervision.

Hours:
This position is 10-12 hours per week within the Burns Library open hours, Monday-Friday 9-5.

Compensation:
$11.50/hr

Contact and Application Procedure:

Please contact Lynn Moulton (lynn.moulton@bc.edu), processing archivist at John J. Burns Library, with a cover letter expressing your interest, qualifications, availability, and two references, with preference given to one reference from Boston College.