Special Collections and Archives Assistant Job Code: 920400

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. Conducts detailed bibliographic, biographical and historical research; digitizes special collections and archival materials; shelves, arranges, moves, and maintains special collections and archival materials; performs classification, cataloging, inventorying, organization, and indexing of special collections and manuscript collections; provides basic reference and orientation services directly to researchers; participates in mounting exhibitions and assists with conservation activities.

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