



# EMPLOYMENT OPPORTUNITIES

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SOUTHERN ILLINOIS UNIVERSITY  
**EDWARDSVILLE**

Civil Service Position CS19-189  
March 21, 2019

## Position Title

Senior Library Specialist, Archives and Special Collections Assistant (9339)

## Hiring Unit

Lovejoy Library

## Job Description/Responsibilities

Under the direction of the University Archivist and Special Collections Librarian, and working in the Louisa H. Bowen University Archives and Special Collections, the Archives and Special Collections Assistant's primary responsibilities include:

- Processing all formats of manuscript and archival collections through all stages, from accessioning, arrangement, and description including creating digital finding aids in ArchivesSpace.
- Ensuring efficient stack maintenance of the special collections materials including the location information.
- Providing training to students, graduate assistants and interns in library functions and in arrangement and description of materials.
- Assisting with digitizing special collections materials.
- Providing assistance with reference inquiries in the unit and in other public service areas.
- Assist with book and manuscript collections.

Further duties and responsibilities may be assigned based on the needs and goals of the department and University.

## FSLA Status

Non-Exempt

## Salary

\$2,018.00 Monthly, non-negotiable.

## Minimum Qualifications

1. High school graduation or equivalent.
  2. Any combination totaling 2 years (24 months) from the following categories:
    - (a) work experience in a library or equivalent setting.
    - (b) college course work in any field as measured by the following conversion table:
      - 30 semester hours equals six months
      - 60 semester hours or an Associate's degree equals one year
      - 90 semester hours equals eighteen months
      - Bachelor Degree (120 semester hours) equals two years (24 months)
      - Master's or higher degree equals four years
- (Note: Only a maximum of 4 years credit for college course work is available.)
3. A total of 2 years (24 months) work experience in a library or equivalent setting performing progressively more responsible work consistent with the next lower level of this series.

\*As required by the position to be filled, education, training, and/or work experience in the area of specialization inherent in the position may be required in meeting credential requirements for #3 above.

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## About SIUE

Southern Illinois University Edwardsville is a nationally recognized university that provides students with a high-quality, affordable education that prepares them for successful careers and lives of purpose. Built on the foundation of a broad-based liberal education, and enhanced by hands-on research and real-world experiences, the academic preparation SIUE students receive equips them to thrive in the global marketplace and make our communities better places to live.

Situated on 2,660 acres of beautiful woodland atop the bluffs overlooking the natural beauty of the Mississippi River's rich bottom land and only 25 minutes from downtown St. Louis, the SIUE campus is home to a diverse student body of more than 14,000.

SIUE is educating and developing professional and community leaders through excellent faculty and programs. U.S. News & World Report Best Colleges of 2018 lists SIUE among the top 15 public Regional Universities Midwest for the 14th consecutive year.

Fully certified at the Division I level by the NCAA, SIUE is a member of the Ohio Valley Conference and the Mid-American Conference (MAC) (men's soccer & wrestling).

The city of Edwardsville is consistently cited as one of the top cities in Illinois for families, based on several factors, including affordability, green spaces, excellent schools, low crime rate, financial stability and philanthropic spirit.

Learn more at [siue.edu](http://siue.edu).

## Preferred Qualifications

- Bachelor's degree or applicable coursework and/or experience related to archival work which includes archives, history, museum, or manuscript repository
- Meticulous in the archiving process including processing, indexing, labeling, box storage and retrieval
- Strong communications and interpersonal skills
- Basic knowledge of operating systems
- Knowledge of file formats (INDD, PDF, EPS, TIFF, XML, JPEG) used in wide-ranging contexts
- Clerical experience (sorting, collating and filing, and data entry output)
- Demonstrated accuracy and proficiency in data entry output
- Ability to frequently move containers (e.g. lift, carry) library materials up to 40 lbs.
- Perform basic image enhancement and file organization tasks
- Supervisory ability
- Library Archive, or History background/experience
- Hands-on experience with handling and/or processing archival materials or institutional records
- Demonstrated strong organizational skills
- Demonstrated use of archival software and/or image enhancement software
- Advanced knowledge and experience with Microsoft Office Excel, PowerPoint, and Word
- Experience with XML editing tools and born-digital formats

## Residency Requirement

Illinois residency required within 180 calendar days of the start date for the designated position.

## Application Process

This position is a current civil service vacancy at SIUE and will close to applicants at close of business, 4:30 pm CST, on the posting end date.

Applicants must submit a completed Civil Service Application, which must include complete employment history, through HireTouch. If you do not possess any employment history, you must indicate this within the employment history section of the application. Your application should reflect all relevant skills and experience related to the minimum qualifications listed for this position. While a resume may be submitted with the application, data for each employer must be listed on this application form. (The words "See Resume" may only be used as a substitute in the section entitled "Specific Duties Performed".) If the application is incomplete you will not be considered for the position as our office will be unable to evaluate your application to determine if you possess the required minimum qualifications.

If qualifying by education or to qualify for a required educational requirement, you must submit your transcripts, including those for SIUE, at the time of application. Applicants qualifying for Veteran's preference must submit a copy of form DD214 at the time of application. For additional information, please visit: <https://www.sucss.illinois.gov>. Please submit any other licenses or certifications related to the position at the time of application.

To apply for a vacancy, click the "Apply" button. This will prompt you to access your existing HireTouch account or create a new account. Only create a new account if you have NEVER created an account. In your HireTouch account, you will upload all necessary documentation as requested above. After logging in or completing your new profile, you can then complete the application process for individual positions.

Applicants will be subject to a background check and/or drug screening prior to an offer of employment. NOTE: Some positions are represented by a union and may require union dues.

For more information, please visit the Office of Human Resources website at [www.siu.edu/human-resources](http://www.siu.edu/human-resources) or call Civil Service Testing at 618-650-2190.

## Application Deadline

April 4, 2019



Southern Illinois University Edwardsville is a state university. Benefits under state sponsored plans may not be available to holders of F1 or J1 visas.

SIUE is an Equal Opportunity Employer committed to an inclusive and diverse



workforce. We will not discriminate against any person on the basis of age, color, disability status, gender, marital status, national origin, race, religion, sex, sexual

orientation, or veteran status. We encourage applications from women, minorities, protected veterans and people with disabilities. In compliance with the ADA Amendments Acts (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with SIUE, please call 618-650-2190 or email [EmploymentHR@siue.edu](mailto:EmploymentHR@siue.edu).

The SIUE Annual Security and Fire Safety Report is available online at [siue.edu/securityreport](http://siue.edu/securityreport). The report contains campus safety and security information, crime statistics, fire safety policies, and fire statistics for the previous three calendar years. This report is published in compliance with Federal law, titled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and the Higher Education Opportunity Act also known as the "Campus Fire Safety Right to Know." For those without computer access, a paper copy of the report may be obtained, with a 24-hour notice, from the Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.

# SIUE