



Archives and Library Assistant

Robert Delaney Southwest Research Library
Center of Southwest Studies

Fort Lewis College
Durango, Colorado



CENTER of
SOUTHWEST
STUDIES
FORT LEWIS COLLEGE

Position Summary

The Archives and Library Assistant is responsible for the College Records Archives including the collection, management, and disposal of departmental records. This position also consists of library processing of items and public service in support of the overall operation and management of the Delaney Southwest Research Library and Archives at the Center of Southwest Studies. The Archives and Library Assistant oversees the general maintenance of the library and archives physical space, equipment, and supplies, and assists with the Center's public programs, events, and exhibits as needed. In addition to specific duties outlined below, the Archives and Library Assistant attends weekly CSWS staff meetings and monthly departmental meetings with CSWS Librarian, Archives Manager, and Director.

Required Qualifications:

- Bachelor's degree in a relevant field.
- Personal or professional experience with college level academic research.
- Demonstrated interpersonal and communication skills.
- Customer service experience.
- Computer skills to include use of library catalogs and Internet-based software.
- Proven ability to work both independently and collaboratively.

Preferred Qualifications:

- Working knowledge of library software and systems.
- Knowledge of standard cataloging practices, collections management and/or library databases, and archival and records management methods.
- Knowledge of the history and cultures of the U.S. Southwest and Four Corners region.

Major Responsibilities:

Archives (20 hrs/wk)

- Under the direction of the Archives Manager, oversees the transfer of inactive records from FLC departmental offices to records storage areas, inventories the inactive records, and maintains records retention and disposal schedules in accordance with the applicable laws and statutes of the State of Colorado.
- Arranges and describes the permanent records in the College Archives.
- Interacts with College administrators and departmental personnel, students, faculty and other researchers to support their requests for records in the College Archives, and performs other special collections services such as providing reference assistance, and other information management tasks.

- Assist Archives Manager with digital preservation and metadata creation for digital collections in the Center of Southwest Studies.
- Assists the Archives Manager with ongoing projects as needed.

Library (20 hrs/wk)

- Tracks and reports monthly library statistics.
- Physically prepares items for storage or circulation and mends and repairs materials as needed.
- Assists in monitoring student workers in physical processing.
- Customer service is a priority and when needed, provides reference and research assistance to patrons; assists Librarian in monitoring student workers in reference tasks.
- Keeps track of library supplies (including cleaning supplies and office equipment) and ordering more when needed.
- Inputs existing and creates new metadata for objects in the digital archive and supervises students doing basic data entry.
- Assists patrons with and troubleshoots use of library equipment such as video players, scanners, and copiers, and requests equipment repairs when needed.
- Assists librarian with planning and implementing outreach and educational programs.

Compensation

Salary range is \$38,000-\$40,000 plus a comprehensive benefits package. This is a full-time, 40 hour/week, 12 months/year exempt staff position.

Application Process

A complete application packet includes:

- Cover letter addressing interest and qualifications for position
 - Include details regarding how your personal and professional experiences allow you to encourage a learning environment grounded in equity and inclusion. “How do you envision contributing to Fort Lewis College’s commitment to equity and inclusion?”
- Resume or Curriculum vitae
- Names and contact information for three current, professional references

Submit materials as ONE PDF file via email to:

stisdale@fortlewis.edu

Please address inquiries about the position to Shelby Tisdale, Director of the Center for Southwest Studies stisdale@fortlewis.edu.

***Application materials received by April 29, 2019 will receive full consideration.
Position will remain open until filled.***

The successful candidate will be required to submit original, official college transcripts, and pass a background check.

The College and the Community

[Fort Lewis College](#), a selective public institution located in [Durango, Colorado](#), offers degree programs in arts, business, education, health fields, humanities, social and natural sciences, and teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic Durango and situated between the San Juan Mountains and the desert Southwest. We are committed to accessible and high-quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 3,400 students come from 48 states, 17 countries, with 36% Native American and Alaska Native backgrounds, and 11% Hispanic backgrounds. Durango is a thriving multicultural community of 18,500 set along the beautiful Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor lifestyle and friendly, festive atmosphere. Durango is also the cultural and economic hub of the Four Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in Denver, Phoenix, and Dallas.

Equal Opportunity

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, veteran status, pregnancy, or genetic information. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. The College is dedicated to building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment; applications from underrepresented groups are strongly encouraged.

ADAA Accommodations

Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Kristin Polens by phone 970-247-7459 or email kpolens@fortlewis.edu at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.