

Job Description

Archival Assistant (Part-time, Temporary)

Description:

The Sisters of Charity of Seton Hill is seeking a part-time, temporary (1 year term, renewable) Archival Assistant to support the congregational archives.

The Sisters of Charity of Seton Hill is an international, apostolic community of women religious, baptized in Christ, and vowed to continue the mission of His Church. In the spirit of St. Vincent de Paul and St. Elizabeth Seton, the congregation conceives its purpose to be an active ministry on behalf of the Kingdom.

This service is: informed by Gospel values, responsive to the needs of a changing world, guided by the prudent use of available resources, respectful of human dignity, protective of human rights, devoted especially to the poor and oppressed, rooted in faith, animated by prayer, supported by the common life, and performed in humility, simplicity and charity.

Position Summary:

In collaboration with the Archivist, the Archival Assistant's main responsibilities will be:

- Complete a backlog of appraisals, accessions, cataloging, arranging, descriptions of historical records, artifacts and administrative records of the Sisters of Charity of Seton Hill.
- Document and purge non-archival documents and artifacts from the collection.
- Create and maintain finding aids and inventories.
- A major responsibility will be to assist the Archivist with oral history projects, including planning, research, interviewing, transcription, etc.
- Maintain professional standards and confidentiality
- Assist the Archivist with special projects, research requests, etc.

Qualifications and abilities:

- Ability to work with confidential materials
- Knowledge of fundamental archival principles and practices and proven ability of their application
- Experience with varied formats of records including manuscripts, printed materials, photographs, audio-visual materials, artifacts, and artworks
- Experience with database management software, Microsoft Word, Excel as well as digital imaging and editing software and development of finding aids
- Ability to work independently.
- Willingness to learn about the history and experience of Catholic sisters, particularly the Sisters of Charity of Seton Hill and their ministries
- Strong communication, as well as organizational and problem-solving skills

Education and Experience

- Master's degree in Library Science, History, or Public History preferred, but relevant experience and a Bachelor's degree in an allied field also considered.
- Two years experience working in archives or special collections (including internships) preferred, but all relevant experience considered.

Reports to: Archivist

Contact Info: cbowser@scsh.org

Location: Greensburg, Pennsylvania **Part-time** – Up to 16 hours per week

Salary: \$18-20/hour