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**JOB OPENING: Part Time ARCHIVAL ASSISTANT**

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- **Start date:** ASAP
- **\$15/hr (25 hrs/wk) Flexible schedule – during regular business hours**
- **Job Description:** The NJHRIC @ The Newark Public Library wishes to hire an archival assistant to assist in the processing, description and digitization of archival collections as part of a pioneering Puerto Rican Community Archives Project in New Jersey.
- **Specific duties/ responsibilities:** Archival assistant will work under the supervision of the Project Archivist. Responsibilities will include, but is not limited to, processing (removing fasteners, re-housing, and arranging); describing archival materials (taking measurements, making visual descriptions, and creating metadata); and digitizing (taking photographs and scanning) archival records.
- **Specific skills or experience required from candidate:**  
Ideal candidates will . . .
  - be enrolled in college or have a college degree
  - have excellent attention to detail and organizational skills
  - have good writing skills
  - have experience working with a camera and a scanner
  - have a working knowledge of Microsoft Office Suite
  - work well independently, with guidance from supervisor
  - experience working with archives and/or in libraries - *a plus*
  - a good working knowledge of the Spanish language – *a plus*

**The Puerto Rican Community Archives at the NJHRIC** is the first effort of its kind to build a collection of primary resources on the history and culture of New Jersey's Puerto Rican community. Its mission is to identify, collect, process, preserve, and make available for research, materials that document the legacy of this previously under-documented community of 20<sup>th</sup> century migrants.

**Application process:** Send cover letter and resume to:

Leslie Colson  
Director of Human Resources  
The Newark Public Library  
973-733-7740  
[lcolson@npl.org](mailto:lcolson@npl.org)