



1400 West Mars Hill Rd | Flagstaff, Arizona 86001-4499 | USA
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POSITION ANNOUNCEMENT

Archives Cataloging Assistant

The mission of the Lowell Observatory Archives is to collect, preserve, and provide access to records of enduring value that document our institution's history. We seek a temporary Archives Cataloging Assistant to add our collection of historic photographs to a new content management system and create and edit the associated metadata. This position reports to the Archivist/Librarian.

RESPONSIBILITIES

- Upload our collection of 9,000 digitized historic photographs to a new content management system called ArchivEra (library.lowell.edu)
- Create and edit the descriptive metadata (title, date, subjects, etc.) for the photographs

QUALIFICATIONS AND EXPECTATIONS

- Knowledge of metadata creation and use for archival materials
- Strong organizational skills, especially to track individual files and their status
- Strong time management skills to adhere to a schedule
- Ability to accurately manage files and tasks through verbal and written instructions
- Strong verbal communication skills to ask questions and to seek support from colleagues or a supervisor

EDUCATION/EXPERIENCE

The preferred candidate will be an undergraduate or graduate student in archival studies, library and information science, history, humanities, museum studies, or a related discipline.

WORKING CONDITIONS

This position requires long periods of standing, walking, bending, stretching, reaching, climbing, and lifting (under 40 lbs). Moving throughout the campus, on sometimes uneven terrain.

Status: Part Time, Temporary under 29 hours/week
Term: January 1, 2024 through December 31, 2024. Approx. 750 to 1000 hours.
Location: Mars Hill Campus, Flagstaff, AZ
Compensation Type: Hourly
Compensation: \$19-\$21/hr, Internship credit through the student's program of study may be available
Benefit Eligible: Yes*
FLSA Classification: Non-exempt

To Apply:

Please send the following documents to jobs@lowell.edu

- Standard Lowell Application (www.lowell.edu/careers)
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of three professional references

We will begin to review applications on January 30th.

*Part Time employees will receive sick time accrual according to AZ state law. After 6 months of employment, part time employees are eligible to participate in a 5% match if they contribute 5% or more to their retirement plan, as well as 2 paid personal days per year.

Employment is subject to passing a background check

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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