



JOB # 17-2009

Department Legislative Department Number of Positions 2 Wage \$15.78/hr
 Job Title Research Aide Location City Hall, Floor 3 -- Seattle Municipal Archives
 Start Date 6/15 or 7/1 End Date June 2010 Work Scheduled Between 8 am AM/PM 5 pm AM/PM
 Minimum 5 Hours/Week and Maximum 19 Hours/Week Summer Schedule 30-40 Hours/Week
 Special Work Scheduling Requirements _____

SUMMARY OF WORK TO BE PERFORMED: Assist in several aspects of city-wide archives program. Includes inventorying historical records, arranging records, creating folder and box lists, scanning and cataloging historical photographs, data entry, labeling boxes, refiling, and other tasks as assigned.

DUTIES STATEMENT: Describe the work in detail. List duties in their order of importance and include in the left column an estimate of the percentage of work for each duty.

25	1)	Inventorying and arranging records under supervision of Archives staff
25	2)	Entering data in Archives databases
20	3)	Scanning photographs and documents
20	4)	Preservation of records and photographs by refolding and resleeving
10	5)	Other tasks as assigned

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:
 Understanding municipal legislative process and records, basic knowledge of archival functions, history of Seattle and municipal Government, basic knowledge of scanning and cataloging.

MINIMUM QUALIFICATIONS: Work study eligibility (proof required)
 Familiarity with personal computers. Experience with historical or related types of research. Ability to lift 35 pound boxes.

DESIRED QUALIFICATIONS:
 Major in history, library science, or related field. Familiarity with database management and word processing software.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:
 Training in use of archives databases, basic archival management procedures, use of flat-bed scanner.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:
 General supervision of project tasks, and training and supervision in software applications. Direct quality control checking of detail work

Application Instructions:

Send your resume and school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (17-2009), department, and your e-mail address. **Please do not apply until you have a 2009 summer or 2009-10 work study referral/authorization form from your college/university.**

**Positions are open until filled so apply as soon as you receive your summer work study form.
 We only hire students with WA State work study funding. Questions? Call 206/684-8088.**