
WESTERN MICHIGAN UNIVERSITY

Job Description

Job Title: Archives Curator
Pay Type: Hourly/Non-exempt
Grade: 15

Position Number: 0288
Department Name: Archives & Regional
History Collections

General Summary

Plans, manages, and coordinates the activities of a public services unit.

Major Duties

- Plans, manages, and coordinates on a primary basis the operations and activities of a unit or collection, working with departments and staff to establish and maintain productivity standards. Hires, trains, motivates, disciplines, evaluates, and retains employees.
- Initiates, recommends, develops, implements, and enforces policies and procedures.
- Develops new services and improved procedures; prepares/revises training manuals.
- Assists patrons in their research and use of the catalog or collections; responds to inquiries concerning library policies and procedures; and works with patrons to resolve problems.
- Determines sources of appropriate reference information and instructs patrons in their use. Provides bibliographic instruction to University classes, secondary students, and various other external patrons.
- Develops and maintains tools to help patrons access materials; maintains accurate database records.
- Monitors the physical environment of the library. Reports all malfunctioning machines and recycling needs. Assigns shelf reading and other tasks to manage book stacks.
- Directs outside vendors in operations. Serves as a liaison between commercial companies and the library. Ensures contractual standards are maintained.
- Keeps current on and applies the latest knowledge and innovations in the field.
- Maintains complete, accurate, and reliable statistics and files.
- May appraise the historical value of collections and ensure accurate recording of all materials received. May monitor office expenditures and meet fiscal deadlines.

Minimum Qualifications:

- Bachelor's degree in a relevant field combined with one year of experience in a library reference services position. Three or more years of experience is preferred.
- Excellent organizational, supervisory, interpersonal, and oral and written communication skills. May require experience with business practices and procedures.
- Proficiency in Microsoft Office. Excellent CRT operation and database management skills, including the ability to read and analyze records accessed.
- Experience working with academic/research materials in a major university/research library, including but not limited to experience with Boolean logic database searching and Web search engines.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.