Job Code: IS0004

Department: International & Area Studies

Start Date: 02 Oct 2022

Location of Work: YRL A1540

Number of Positions: 1

Hours Per Week: 8-19 hours/wk

Work Schedule: M-F; To be arranged

Classification: STDT 3

Working Title: Senior Clerk

Pay Rate: $18.06/hr

Duties:

Using Southeast Asian language skills and country and subject knowledge, the International & Area Studies Assistant assists the Librarian for Southeast Asian and Pacific Islands Studies in collection development and management, research guide creation and maintenance, digital projects, and outreach. The student assistant will: perform holdings searches in online catalogs and vendor databases; conduct research to provide translations of foreign-language titles, subject headings, and brief content descriptions; and provide subject keywords when necessary. The student will also update and maintain lists of materials and sort and process materials.

The student assistant will research materials, websites, and organization to be included in research guides, assist in creating new guides, and maintain existing guides. The student will also assist in identifying websites to be archived, capturing these sites, and providing metadata. In addition, the student will assist in identifying materials, providing bibliographic information, and researching and writing text for digital exhibits. If needed, student will assist in communicating with vendors and organizations in English and in foreign languages, staffing events, and performing clerical duties.

Required Skills and Knowledge:

- Ability to READ Vietnamese, Indonesian, Malay, or Thai. (Burmese, Lao, Khmer, Tagalog (or other Filipino language) will also be considered.)
- Ability to summarize, describe, or provide metadata for content and materials.
- Experience doing research using online catalogs, databases, and the Internet.
- Ability to organize materials in a systematic manner.
- Excellent writing ability.
- Ability to work independently, both while following established guidelines or detailed instructions and with only some general direction.
- Ability to organize time and work methods for maximum efficiency, productivity, and quality.
- Flexibility in handling assignments and shifting priorities.
- Ability to get to work reliably and on time.
- Ability to be present in the workplace during normal working hours.
- Ability to initiate and maintain cooperative working relationships with co-workers, supervisors, and managers.
- Ability to work with co-workers, supervisors, and managers harmoniously and cooperatively and as a team player.
- Ability to follow directions from supervisors.

Preferred Skills and Knowledge:

- Ability to READ another Southeast Asian language, Chinese, French, or Dutch.
- Translation experience.
- Coursework related to Southeast Asia or librarianship.
- Experience with content management systems, blogs, digital exhibits, and/or digital humanities.

Comments: Resume required.