TWO SEMESTERS OF WORK-STUDY* AT THE ARIZONA STATE MUSEUM, UNIVERSITY OF ARIZONA

Arizona State Museum Library and Archives

The ASM Library and Archives is seeking a library assistant to work 11AM-4PM, Wednesdays and Thursdays for the Fall and Spring semesters of 2021-2022. This position involves using specialized library software, data entry, shelving, and front desk circulation duties. Duties will vary, but attention to detail is essential. It’s ideal for someone interested in library or archival work, anthropology, archaeology, and/or history.

The ASM Library and Archives is a research collection open to the public specializing in the anthropology of the southwestern United States and northern Mexico, including archaeology, ethnology, ethnohistory, and material culture.

Skills or experience needed: Basic computer word-processing skills are necessary. Experience working or volunteering in a library is desirable, but not required.

To Apply: By September 16, 2021, send to Maggie Dwenger, mtdwenger@arizona.edu

- A one-page proposal letter that includes:
  - Biographical information (name, program, degree pursued, date expected); and
  - A statement summarizing your educational goals, what has been done so far to reach those goals, and how this particular work-study will be relevant to them; and
- Your curriculum vitae/resume;

All applications will be evaluated by the end of September, 2021. The selected candidate may expect to start the beginning of October, and the position will continue through the Spring semester. Wages begin at $13.00 per hour.

*Applicants must already have Federal Work-Study funding approval.

This position is made possible by the Raymond H. and Molly K. Thompson Endowment