

Preservation and Conservation Assistant (6760C), Library
Administration - 70362
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238873>

Downloaded On: Aug. 10, 2024 11:18am

Posted Jul. 31, 2024, set to expire Nov. 4, 2024

Job Title	Preservation and Conservation Assistant (6760C), Library Administration - 70362
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library Curatorial/Archival
Apply Online Here	https://apptrkr.com/5385785

Apply By Email

Job Description

Image not found or type unknown



Preservation and Conservation Assistant (6760C), Library Administration - 70362

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.



Preservation and Conservation Assistant (6760C), Library
Administration - 70362
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238873>

Downloaded On: Aug. 10, 2024 11:18am

Posted Jul. 31, 2024, set to expire Nov. 4, 2024



Preservation and Conservation Assistant (6760C), Library
Administration - 70362
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238873>

Downloaded On: Aug. 10, 2024 11:18am

Posted Jul. 31, 2024, set to expire Nov. 4, 2024



Preservation and Conservation Assistant (6760C), Library
Administration - 70362
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238873>

Downloaded On: Aug. 10, 2024 11:18am

Posted Jul. 31, 2024, set to expire Nov. 4, 2024

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Preservation Department maintains the Library's collections in serviceable condition. It is responsible for binding, repair, conservation treatment, protective enclosures, disaster planning, and other preservation services.

Position Summary

Provide supervised support throughout the Preservation Department, as needed; other duties as assigned.

Application Review Date

The First Review Date for this job is: 07/01/2024.

Responsibilities

Preservation and Conservation Assistant (6760C), Library
Administration - 70362
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238873>

Downloaded On: Aug. 10, 2024 11:18am

Posted Jul. 31, 2024, set to expire Nov. 4, 2024

- Assist in minor repair of circulating library collections (e.g. books, maps), and utilize such repair techniques as tip-ins, minor sewing, paper repair, flattening, and staple removal.
- Assist with tracking collection item in Alma that have been sent to Preservation; prepare and process monographs and serials for binding and repair.
- Prepare items for replacement, and assist with photocopy replacement of damaged or missing pages.
- General preservation support with environmental monitoring, pest management, disaster planning and salvage response.
- Assist in coordination of CoLibri workflow (protective treatment for paperback bindings).
- Measure library materials for custom enclosures, construct custom enclosures, and encapsulate flat items.
- Help hire, train and assign work to student employees.
- Maintain work space, equipment, and supplies.
- Administrative: attend and contribute to department meetings; maintain documentation of procedures and suggest methods for improvement; record and submit monthly production statistics.

Required Qualifications

- Willingness and ability to work with strong attention to detail.
- Strong interest in library preservation and conservation.
- Ability to work under general and close supervision, and in a tight-knit team environment.
- Effective verbal and written communication skills in the English language.
- Competence with Google and/or Microsoft Office applications.
- Applicants for positions in the Library Assistant series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

Preferred Qualifications

- Knowledge of book repair techniques and knowledge of related conservation materials and equipment.
- Experience repairing paper-based collections in a library setting.
- Experience coordinating and planning the work of colleagues.
- Experience using Alma or other library catalogs.

Preservation and Conservation Assistant (6760C), Library
Administration - 70362
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238873>

Downloaded On: Aug. 10, 2024 11:18am

Posted Jul. 31, 2024, set to expire Nov. 4, 2024

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$25.75 (Step 1) - \$38.44 (Step 20).

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified



Preservation and Conservation Assistant (6760C), Library
Administration - 70362
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238873>

Downloaded On: Aug. 10, 2024 11:18am

Posted Jul. 31, 2024, set to expire Nov. 4, 2024

applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5385785&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

jeid-3ea9d428dccc67438ea121513e6d7391

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

,