

Collections and Research Assistant - Tufts Archival
Research Center
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=257592>

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Posted Jun. 2, 2025, set to expire Dec. 31, 2025

Job Title	Collections and Research Assistant - Tufts Archival Research Center
Department	Tufts Archival Research Center
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Curatorial/Archival Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21943?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Tufts Archival Research Center (TARC) is the archives and manuscript repository of Tufts University and is open to the public. TARC's team of professional archivists provides stewardship for the Tufts University Archives, nearly three hundred manuscript collections, and other permanently valuable physical and digital archival materials. TARC staff also assist Tufts students, faculty, and staff with recordkeeping activities, through records management and digital library services. TARC's stewardship responsibilities are mandated by the Board of Trustees, as outlined in the University Records Policy. TARC is a unit of Tufts central administration, serving all schools and reporting to the Office of the Provost.

What You'll Do

The Collections and Research Assistant performs administrative and general archives work within the Tufts Archival Research Center (TARC). Assists with archival processing and with reference services. Assists with research projects and archival exhibits. Answers questions via phone and email and forwards information to appropriate contacts. Monitors communication channels and social media accounts and updates accounts and departmental website. Fulfills scanning and photoduplication orders. Answers phones and greets visitors/researchers. Administrative support includes ordering and maintaining supplies, scheduling meetings, collecting and distributing mail, filing and recording information according to established guidelines and submitting and monitoring facilities tickets. Position will also work on special projects to support TARC staff members.

The essential functions of the role include:

Archival reference duties

- Assist with research, exhibits, and special projects.
- Staff TARC reference desk.
- Assist with requests for information including responding to questions from archives users (students, faculty, alumni, staff and outside researchers).
- Assist with set up, staffing, and clean up for class visits to the archives.
- Scan analog material in response to requests.
- Greet guests and register them for archives use.
- Prepare and send email correspondence.
- Answer phones.
- Retrieve boxes from restricted archives stacks.

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- Update departmental website and social media accounts.

Basic archival processing

- Perform physical processing such as labeling boxes and folders.
- Assist with basic processing of digital material, under supervision.
- Rehouse material into appropriate folders and containers.
- Perform data entry and prepare documents and reports for the department use using standard software.

General office support duties

- Scan/photocopy documents.
- Perform data entry into DCA systems.
- Sort and distribute mail.
- File according to established guidelines.
- Maintain/order supplies.
- Room and meeting scheduling.
- Order supplies.
- File facilities tickets.
- Prepare and send invoices.
- Maintain Outlook calendars.
- Coordinate travel arrangements when needed.
- Conduct special projects to support the office.
- Other duties as assigned.

What We're Looking For

Basic Requirements:

Knowledge and experience as typically acquired by:

- High School diploma/GED and 1 year office experience.
- Understanding of common software packages including electronic calendaring (Outlook) and Microsoft Office.
- Ability to perform multiple tasks simultaneously.
- Ability to work with a diverse population.
- Professional demeanor both over the phone and in person.

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Preferred Qualifications:

- Some previous exposure to archives or special collections
- Bachelor's degree

Special Work Schedule Requirements:

- May have some overtime, evenings and weekends to assist with special events.

Pay Range

Minimum \$20.10, Midpoint \$23.90, Maximum \$27.70

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact