

Preservation Trainee (6760C), Library Administration -
80964
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262109>

Downloaded On: Sep. 5, 2025 4:41pm

Posted Sep. 5, 2025, set to expire Jun. 30, 2026

Job Title	Preservation Trainee (6760C), Library Administration - 80964
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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

This preservation trainee position provides flexible support of the Library's preservation program to maintain the collections in serviceable condition. This position is for applicants who are new to the field of library preservation and conservation and may be interested in pursuing an advanced degree in preservation or conservation.

Responsibilities

- Assist with the minor repair of general collections materials (e.g. books, maps), measure library materials for custom enclosures, construct custom enclosures, encapsulate flat items.
- General preservation activities, including environmental monitoring, pest management, disaster planning and salvage response.
- Assist with processing monographs and serials for binding.
- Assist with photocopy replacement of damaged or missing pages.
- Maintenance of work space, equipment and supplies.
- Record and submit monthly production statistics.

Required Qualifications

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- Strong interest in library preservation and conservation.
- Ability to work under general and close supervision.
- Willingness and ability to work with strong attention to detail.
- Effective verbal and written communication skills in the English language.
- Competence with Google and/or Microsoft Office applications.
- Graduated from a 2- or 4-year post-secondary education program and/or equivalent experience/training.

Preferred Qualifications

- Demonstrated interest in working with hands.
- Demonstrated interest in learning introductory conservation skills.

Salary & 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 hourly range that the University reasonably expects to pay for this position is \$27.69 (Step 1) - \$28.91 (Step 3).

- (16 hours/week).
- This is a non-exempt, biweekly-paid position.

How to Apply

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

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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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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To apply, visit

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

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

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