The University Libraries seek a Special Collections Assistant to help support the team of faculty and staff who provide technical processing, preservation, arrangement, and public service support for the various collections housed in Special Collections. This individual will supervise and manage all Reading Room operations.

The key responsibilities will include, but are not limited to:

- Scheduling research visits.
- Answering reference questions related to Special Collections from onsite and remote researchers.
- Registering patrons and all non-library employees when they arrive in Special Collections.
- Keeping track of all materials in use by patrons and ensuring their adherence to the rules of the Reading Room.
- Providing informal instruction in the use of departmental resources for individuals and groups.
- Providing administrative and logistical support for special events.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The library serves an increasingly diverse constituency of patrons, and our employees, services, collections, and policies should honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

**Minimum Qualifications:**

- Minimum of associate’s degree with two years of experience providing professional and courteous customer service in a user-centered environment or a bachelor’s degree from an accredited college or university.
- Proven ability to solve problems by finding solutions that are steered by existing guidelines, policies, and procedures.
- Demonstrated commitment to valuing diversity, equity and inclusion and experience contributing to an inclusive working and learning environment.
- Excellent written and oral communication skills, with the ability to tailor communication to meet the needs of individuals.
- Excellent organizational and time management skills.
- Must be reliable, detail-oriented, and self-motivated.
- Ability to work collaboratively in a team environment.

**Preferred Qualifications:**

- Experience working in an academic environment, special collections department, archive, museum or academic library.
- Knowledge of the proper handling and awareness of the preservation of rare and archival materials.
To Apply:

To be considered for this position, applicants must apply via the UB Jobs site. At the time of hire, applicants must be authorized to work in the United States on a full-time basis for a period of at least two years. In your cover letter, please highlight the most relevant qualifications you would bring to this position based on the posting, and tell us how your background, perspective, and experience will help us fulfill our mission and meet our goals. All candidates who are contacted by the search committee should be prepared to discuss how they see themselves contributing to the University’s equity, diversity, and inclusion efforts.

The deadline for applications is April 6, 2022. We anticipate filling this position by June 2022. References will be contacted with advance notice.

Outstanding Benefits Package:

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our benefit packages.

The University at Buffalo is SUNY’s most comprehensive public research university and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the University at Buffalo.

The University Libraries, SUNY’s largest academic research library, offer an outstanding array of information resources, technologies, services, and people to support academic achievement. The Libraries play a vital role in the academic success of our students, the teaching and research of our faculty, and the intellectual pursuits of our alumni and community members. Our broad selection of digital and print resources, innovative services, and expert staff support scholarly and creative achievements in new and exciting ways.

The University at Buffalo is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups in order to build a culturally diverse and pluralistic University community.