



60 West Walton Street Chicago, Illinois 60610-7324 (312) 943-9090

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## JOB POSTING

**TITLE:** Conservation Services Assistant  
**DEPARTMENT:** Conservation Services

**SUMMARY:** Reporting to the Director of Conservation Services, the Conservation Assistant provides clerical and administrative support for the Department of Conservation Services, organizes departmental projects, and tracks lab workflow.

### RESPONSIBILITIES:

#### Primary:

- Records and tracks material entering and leaving the lab for treatment using Aeon circulation system and Microsoft Access database.
- Works with Director to inventory and order expendable lab supplies and coordinate repair of lab equipment.
- Works with Reader Services staff and Conservation staff to identify General and Special Collections materials in need of conservation treatment or rehousing, delivering identified materials to and from the Conservation Lab.
- Compiles treatment statistics for general and special collections workflow.
- Collects environmental data and produces reports using eClimateNotebook software.
- Participates in the library's Integrated Pest Management program, collecting data and producing reports.
- Performs general clerical duties such as mail and filing.

#### Other duties:

- Assists with workflow coordination and training of volunteers and interns.
- Assists with disaster recovery.
- May perform some basic conservation treatments such as rehousing and mending.
- Performs other tasks or activities to enable achievement of departmental goals.
- With Conservation staff, may participate in pest monitoring and inspections for incoming collections.

**QUALIFICATIONS:** Bachelor's degree required. Experience working with rare and fragile library and/or archival materials. Skill in using a library catalog. Excellent computer and software skills including Microsoft Word, Excel, and Access. Excellent attention to detail and manual dexterity. Ability to work independently and as part of a team. Previous library or conservation experience preferred.

**SCHEDULE:** This is a part-time, non-exempt position with the incumbent working no more than 20 hours per week.

**BENEFITS:** This position is ineligible for health benefits.

**TO APPLY:** Interested candidates should email a cover letter and resume to [jobs@newberry.org](mailto:jobs@newberry.org). Applications sent without both items will not be considered. Please, no phone calls.

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