Position Title: Library & Archives Assistant

Immediate Supervisor: Wm. Andrew Schwartz, Executive Director

Department: Center for Process Studies

Status: Part-Time (10-20 hrs per week)

Location: Salem, OR

Pay Rate: Salary range is $15-20 per hour

Start Date: Open Until Filled

Summary
The Library & Archives Assistant of the Center for Process Studies will work with the Library & Archives Manager to help organize and digitize the CPS library and archives.

Required Competencies
- Interpersonal skills (working with students, staff, faculty, and researchers from around the world).
- Computer literacy (skilled or ability to learn Google Drive, Adobe, WordPress, etc.).
- Self-directed organizational and time-management skills.
- Creative problem-solving skills.

Education/Experience
- N/A

Computer Skills
Proficiency in Word, Excel, Google Drive, Adobe, and other appropriate software preferred. Operates a variety of office machines, including scanner.

To Apply:
Submit a resume and cover letter to CPS Executive Director, Wm. Andrew Schwartz <aschwartz@cst.edu>.