

JOB DESCRIPTION

UNIVERSITY ARCHIVES VOLUNTEER GROUP

DIVISION OF FINANCE AND INFRASTRUCTURE
CORPORATE INFORMATION



Volunteer, University Archives Volunteer Group

The University Archives Volunteer Group has been established to increase the accessibility of records in the University of Adelaide's archival collection to staff and the public and assist with preserving the University's unique documentary heritage.

The group meets every Tuesday morning for 3 hours. Other times can be negotiated with the Volunteer Coordinator if appropriate. It is the volunteers' responsibility to determine how much time will be given to the group.

Task Description

A volunteer will assist in processing and preservation of documents, photographs, newspaper clippings and other records in accordance with University Archives' procedures and work under the supervision of Archives staff.

Volunteers can develop archival skills in processing and indexing and enjoy being part of a like minded group.

Volunteers will report to the Volunteer Coordinator.

Skills

An interest in archival work or a willingness to learn.

Ability to learn processing techniques in accordance with University archival standards.

Ability to demonstrate attention to detail.

Ability to maintain confidentiality of any sensitive material.

Computer skills in MS Word, MS Excel and MS Access an advantage.

Location

North Terrace Campus, The University of Adelaide

Contact

For further information contact the Volunteer Coordinator, Ms Tupp Carmody on (08) 8303 4194 or email tupp.carmody@adelaide.edu.au.