

The Episcopal Diocese of Texas Job Description

Job Title: Archive Assistant (Part-Time)

Department: Bishop's Office

Reports to: Archivist, Canon Secretary

FLSA Status: Exempt

GENERAL SUMMARY

The Archive Assistant supports the processing and preservation of records and historical materials submitted to the Episcopal Diocese of Texas for short- and long-term storage. Materials include parish registers, financial records, photographs, and other historical documentation from the diocese, closed congregations, and diocesan institutions. This position works onsite at the Houston Diocesan Center and supports both onsite and offsite archival storage operations.

PRIMARY RESPONSIBILITIES

- Organize, sort, and process historical materials and create aids to support accessibility and retrieval.
 - Evaluate and determine appropriate retention of material at the Houston Diocesan Center in accordance with archival guidelines
 - Prepare and send archive materials to offsite storage
 - Work directly with Iron Mountain to understand and follow established archival storage and retrieval procedures.
 - Develop and maintain tracking system for archival materials stored both onsite and offsite
 - Create standard operating procedures for archival materials
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Education and Experience

- Knowledge of the Episcopal Diocese of Texas structure, culture, history, canons and constitution
 - Strong communication, analytical, and interpersonal skills
 - Degree in history, library science, archival studies, or a related field preferred. Equivalent coursework or specialized training in record management, archival preservation of physical and digital records
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Core Competencies

- Demonstrated ability to embody EDOT Staff Core Values
- Strong attention to detail and ability to perform repetitive, accuracy-driven tasks
- Ability to demonstrate problem solving skills, multi-tasking, and independent decision making
- Excellent verbal and written communication skills and ability to collaborate effectively with others

Physical and Mental demand and Work environment

The physical and mental demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

- Physical and Mental demand: Regularly see, talk, listen and easily remember things, any one of which could last for extended hours.
- Ability to move and transport boxes weighing up to 50 lbs. with aid.
- Have face-to-face interactions with others throughout the workday; handle frequent interruptions
- Easily follow oral and written instructions; sustain concentration; and make quick and accurate decisions
- Perform under circumstances of emotional stress, such as, yet not limited to, stress from work deadlines, employee complaints, work complexity, competing priorities and occasional under staffing
- Work environment: The work takes place almost entirely indoors in office environment
- The location is moderately noisy due to employee traffic and ongoing phone calls
- The work requires continuous use of telephones, computers, copiers, and similar business devices

Comments: The above statements are intended to describe the essential responsibilities being performed by person assigned to this position. They are not intended to be an exhaustive list of the responsibilities assigned