

Position: Graduate Staff Assistant

Location: CAUP Visual Resources Collection, Gould Hall 330

Hours: 50% time (20 hours a week)

Salary: Waiver of tuition and fees, plus monthly stipend

Responsibilities:

20 hours per week commitment to the Visual Resources Collection during the regular hours of the Collection, from 8:30 AM to 5PM Monday through Friday, assisting the Director in the daily operation of the Collection (and assuming responsibility for the Collection when the Director is unavailable), including:

- Cataloging new and existing slides within the structure of the Collection's database (Microsoft Access)
- Scanning slides and printed material
- Processing slides (remounting, masking, labeling)
- Filing slides
- Scheduling and circulating equipment

Qualifications:

- full-time graduate student (enrolled for at least ten credit hours per quarter)
- Successful completion of survey (introductory) courses in Architectural (or Art) History
- Graduate level coursework in architecture, architectural history, landscape architecture, urban design, or art history; understanding of architectural periods, styles, and terminology; familiarity with standard architectural reference sources
- Meticulous, self-directed individual with good time-management and organizational skills
- ability to work between 8:30 AM and 5PM, Monday thru Friday (regular Collection hours)
- Comfortable using computers, scanners, 35mm camera, working with small objects

Preferred:

- Reading knowledge of a foreign language
- Photography skills
- Previous slide or photo collection experience

*If you have questions about the position,
please call 206-543-7598, or stop by the Collection in Gould 330.*

You may also visit the Collection's website at: <http://www.caup.washington.edu/vrc/index.html>