

Data Preservation Assistant

Department: Montana Bureau of Mines and Geology
Employment Detail: Temporary, Part-time
Hiring Zone: \$10.25/hour
Union Affiliation: None

Primary Duties:

Assist with preserving and archiving a variety of historic mining, geologic, seismic, and water, oil, gas, coal, and aerial photographic information. This position will require extensive use of computer and scanning technology. Successful candidate must be able to lift 25-30 pounds.

Responsibilities include, but are not limited to:

- Correctly cataloguing existing and new collections into Microsoft Access databases
- Cleaning and preparing newly acquired physical collection specimens (e.g., maps, property files, aerial photos, etc.) for long term archival storage
- Assist with digitizing of mining property files and maps
- Assist with reorganization and verification of existing holdings to ensure inventory accuracy

Required Qualifications:

- Advanced computer, copier, and scanner skills
- Excellent attention to detail; accurate data entry skills; accurate filing skills
- Follow directions accurately

Preferred Qualifications:

- General knowledge of library organizational systems

How to apply:

- Cover letter that addresses the above-mentioned qualifications
- Resume
- 3 references and complete contact information