

## Archive Attendant

Working with a mentor and using the established protocols, the Archive Attendant will:

- 1) Organize and Catalogue Archival Materials (both manually and digitally)
- 2) Assist in Authentication of materials
- 3) Evaluation and Preserve materials
- 4) Assist in the arrangement of retention and destruction of materials
- 5) Assist researchers in locating, accessing and returning materials to the Archives