

**Georgetown University Law Center  
Edward Bennett Williams Library  
111 G St. NW  
Washington, DC 20001**

**Special Collections & Archives Department  
Student Assistant Job Description**

Student Assistants work on a variety of projects under the supervision of the Special Collections Librarian/Archivist and the Special Collections & Archives Assistant. These projects may include, among others – inventorying and organizing archival materials as they are added to the archival collection; re-shelving special collections books and materials; photocopying special collections and archival materials; conducting biographical and historical research. Since these projects vary throughout the year a concise list of responsibilities is not available.

Requirements

Student Assistants must have an eye for detail and good work habits. Some light lifting may be required. Library experience and a working familiarity with basic word-processing, legal research, and database programs is helpful, but not required. Hours can be scheduled to accommodate student class and exam schedules. Students will need to read and sign a confidentiality agreement form specific to the department.

Supervisor: Erin Kidwell  
Phone: 662-9149