

**Part-time Temporary Grant Implementation Library Archive Curatorial Assistant July 2015 to approximately April 2016. Approximately 10 hours per week. To work in a Christian University environment.**

Qualifications:

Education/ Experience:

Prefer Library Information Science Graduate Student .

Or those with significant related experience in library, museum or theological studies will be considered. Experience working with grants a plus.

Prefer those historically and culturally knowledgeable of the Issei, Nisei and Sansei American Christian experiences.

Knowledge of JEMS churches from early 1900's through the 1960's a plus.

Individuals with personal involvement and/or experience with Christian organizations involved with American's of Japanese Ancestry is desired but not required.

Desired Skills:

Adaptability for teamwork.

A "can do" attitude,

Prompt in meeting deadlines,

Strong skills in completing assigned products without direct supervision, logistically adept at following detailed logistical instructions.

Ability to use:

computer graphic software such as Photoshop, Adobe products, Word, Excel, Publisher, & PowerPoint;  
Knowledgeable with scanners, Cannon EOS camera; familiar with photography principles and ability to take photos with a traditional lens focus camera.

Required:

Must have a valid California driver's license and an automobile for transportation to and from work and also for transporting items.

Must have the ability to lift and carry 30 -40lbs.

Must have excellent command of the English language and must go through the university application process. APU students are welcomed & encouraged to apply through appropriate student employment procedure through the Student Employment office..

Submit Vitae/ Resume.

Contact: E. Yee [eyee@apu.edu](mailto:eyee@apu.edu)

(626) 825-6000 ext. 3267