

Associate Archivist Job Description

Position Reports To: Director of Archives, Libraries, & Special Collections

Primary Function: To preserve, catalogue, and make accessible archival collections.

Education/Training/Experience:

Required: ALA-accredited MLS degree with specialization in archives administration or ACA certification, or an equivalent combination of education and experience; minimum one year experience processing and working with archives; knowledge of current archival arrangement and description standards and relevant descriptive standards (AACR2, DACS, LCSH), including experience creating finding aids; knowledge of MARC cataloguing for books and archival materials; experience with encoding finding aids into EAD; familiarity with standard Windows software applications, online catalogs, and bibliographic utilities.

Preferred: Background in Art History; reading knowledge of French and/or German.

Physical Demand Analysis:

Physical Requirements: Lifting up to 40 lbs. 60% of day sitting required.

Visual Requirements: Extensive computer use, reading of typewritten, handwritten, and digital documents.

Hearing Requirements: Phone use, interaction with researchers.

Working Conditions: Position works closely with materials that may cause allergic reactions, particularly to dust, and in areas with little ventilation.

Job Specific Competencies:

1. Re-houses, arranges, and describes archival materials according to current professional standards, including the creation of DACS-compliant EAD finding aids and MARC records.
2. Provides archival reference services for in-house staff and external researchers as directed by the Director of Archives, Libraries, & Special Collections, including researching and answering reference questions for in-house staff in all departments, and providing reference assistance via telephone, email, and in person for external researchers.
3. Assists in the development of policies and procedures for the archives.
4. Assists with the planning, research, and organization of archival exhibitions.
5. Participates in digitization projects.
6. Supervises archives and special collections interns and volunteers as needed.
7. Performs other duties as assigned/required by supervisor.