

Title Processing Archivist

Responsibilities:

- Arranges, describes and re-houses institutional records and manuscript collections
- Extensive cataloguing of the materials is required with finding aids to be created at series and collection levels in MARC and EAD formats
- The Processing Archivist will enter MARC records into OCLC's WorldCat database
- Submit EAD records for mounting on Web
- Implements basic preservation methods
- Serve as departmental digital content manager for web site design and implementation
- Provide reference and other assistance as needed

Skills, Knowledge and Abilities:

- Thorough knowledge of MARC21, DACS, AACR2r and LC authority files
- Knowledge of entering catalog records in OCLC
- Familiarity with EAD, ULAN and MSAccess
- Knowledge of basic preservation practices
- Excellent writing and organizational skills
- Ability to work independently, climb ladders and lift thirty-five pounds

Education and Experience:

- Masters in Library and Information Science with an archival specialty from an ALA-accredited program preferred, or Masters in History with an archival specialty
- Experience processing institutional archives or manuscript collections and cataloguing in MARC or EAD format
- Knowledge of art history strongly preferred
- Museum experience desirable