

GRIFFITH THEOLOGICAL RESEARCH FOUNDATION ARCHIVIST, JOHN BULOW CAMPBELL LIBRARY
POSITION DESCRIPTION

GENERAL DESCRIPTION:

The Griffith Archivist, under the direction of the Director of the Archives, is responsible for processing physical and digital records, archival collections, and deposit materials through appraisal, arrangement, description, metadata and catalog record creation. The Griffith Archivist cooperates with the rest of the library staff to ensure quality services to archives users in ways consistent with industry-wide best policies and procedures.

ESSENTIAL FUNCTIONS:

- Arrange and describe archival collections according to archival standards and locally documented best practices;
- Support the accessioning of new and legacy archives and special collections materials (physical & digital);
- Organize and create metadata for digital objects;
- Upload digital objects into content management system;
- Create finding aids using archival content management system, Archivera;
- Create processing plans and communicate project progress within and across the department;
- Promote positive public relations regarding the collections with all the library's patrons and the Seminary's constituencies.
- Supervise student associates on digitization projects.
- Serve as an active member of the archives team including professional development and sharing the team's work.
- Adhere to seminary standards of professionalism, confidentiality, and integrity.
- Other duties as requested.

MINIMUM REQUIREMENTS:

- Master of Library Science degree from an ALA-accredited program with a concentration in archives or other appropriate archival training and credentials;
- Minimum of 3-5 years of experience in an archives or special collections department;
- Demonstrated knowledge of and experience with processing, arrangement and description of physical and digital material and/or the creation of completed finding aids;
- Demonstrated ability to apply DACS, MARC, and EAD encoding through completed catalog records and/or published finding aids;
- Experience managing digitized and born-digital materials

KNOWLEDGE/SKILLS/ABILITIES:

- Working knowledge of archival procedures and standards relating to arrangement and description, reference, preservation, intellectual property rights, and born-digital and digitized records
- Experience working with archives collection management systems (such as ArchivesSpace)
- Ability to work independently;
- Commitment to inclusive communities;
- Strong interpersonal communication skills;

- Accuracy and attention to detail

CLASSIFICATION:

- Full-time, contract
- Term: Three-year renewable
- On campus only

APPLICATION PROCESS: To apply, please submit your cover letter, resume, and three professional references with contact information to hrjobs@ctsnet.edu.

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to intermittent sitting, standing, stooping, crouching, bending, walking, pushing, and lifting objects, up to 30 lbs., and climbing step ladders. Work is performed in a library setting.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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