



JOB TITLE: THE WABASH CENTER ARCHIVIST, JOHN BULOW CAMPBELL LIBRARY

REPORTS TO: DIRECTOR OF THE ARCHIVES

JOB SUMMARY

The Wabash Center Archivist serves as a critical coordinator between the John Bulow Campbell Library and the Wabash Center with the responsibility for archiving the materials of the Wabash Center at Columbia Theological Seminary. This person is responsible for processing the materials of Wabash Center which include physical and digital records, archival collections, and for depositing materials through appraisal, arrangement, description, metadata and catalog record creation. A contract member of the John Bulow Campbell Library Staff, the Wabash Center 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. The Wabash Center fully funds this position.

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;
- Facilitate scholar cohorts learning archival skills for research.
- 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 experience leading discussions among faculty and other library patrons.
- 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
- Practice working with faculty in a higher education context

- Experience working with archives collection management systems (such as ArchivesSpace)
- Commitment to inclusive communities;
- Strong interpersonal communication skills;
- Ability to work independently;
- Accuracy and attention to detail

CLASSIFICATION:

- Full-time
- Contract
- Term: Three-year renewable

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, crawling, walking, pushing and lifting objects up to 30 lbs., and climbing stepladders. Work is performed onsite 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 to this job.

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