



## **Project Archivist – Two Year Term Position**

The Loyola ▪ Notre Dame Library (LNDL) seeks an experienced, energetic, creative and self-motivated archivist for a 24 month term Project Archivist position to support the Archives & Special Collections Department. The successful candidate will prioritize working with the backlog of archival materials from Loyola University Maryland and Notre Dame of Maryland University. The Project Archivist will be responsible for adhering to accepted archival principles and standards during physical processing and description activities. The Project Archivist will work 37.5 hours a week under the direction and supervision of LNDL's Head of Archives & Special Collections.

### **Position Responsibilities:**

- Process archival collections (accession, arrange, and describe) including manuscripts and institutional records.
- Create DACS and EAD-compliant finding aids in ArchivesSpace.
- Identify preservation and conservation needs in the collection and work with appropriate staff to address issues as necessary.
- Coordinate the creation of cataloging records with LNDL's Cataloging and Metadata Department.
- Assist with reference and in-depth research consultation.
- Support outreach efforts by assisting with classes and exhibitions.
- Create content for social media platforms related to archival work.
- Monitor reading room and interact with researchers as appropriate.
- Lead a team of volunteers and work-study students.
- Perform other duties as needed.

### **Required Qualifications:**

- A bachelor's degree
- 1-2 years archival processing experience.
- Working knowledge of archival technical standards including DACS, EAD, and EAC-CPF; understanding of Dublin Core and other metadata schemas.
- Possess strong customer focus with exceptional interpersonal and communication skills.
- Comfortable working with discrete confidential material.

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Prepared by Anna Clarkson

Updated by Barbara Preece and Anna Clarkson/ 7/21/17

Updated by Katy O'Neill 7/24/17

- Demonstrated proficiency with Microsoft Office, scanning software, and social media platforms.
- Ability to work independently and collaboratively as part of a team.
- Possess strong organizational skills and be detailed oriented.
- Ability to thrive in a changing work environment.
- Demonstrated ability to stand on ladders and lift 50 lbs with or without accommodation.

**Preferred Qualifications:**

- Graduate degree in Library / Information Science from an ALA accredited institution with a concentration in Archives.
- Two or more years working experience in an academic archives.
- High degree of organizational, analytical and critical thinking skills.
- Demonstrated conservation and preservation work experience.
- Experience working with AtoM, Archon, Archivists' Toolkit or ArchivesSpace software
- Records management experience.
- Knowledge of and/or experience with rare books.
- Knowledge of and/or experience with institutional repositories and electronic records workflows.

Salary commensurate with experience. Please note: This is a two-year, full-time appointment with the potential for renewal.

**About the Library:**

The [Loyola Notre Dame Library](#), located in a residential area of northern Baltimore City, is a recently admitted member of University System of Maryland and Affiliated Institutions ([USMAI](#)) and serves two universities: [Loyola University Maryland](#) and [Notre Dame of Maryland University](#). Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning while Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a total student population of 6,446 FTE that includes 5,099 FTE at Loyola and 1,347 FTE at Notre Dame.

The Library offers an excellent benefits package that includes medical, access to dental, life, and disability insurance, as well as TIAA retirement. Successful candidates will be subject to a pre-employment background check.

The Loyola Notre Dame Library is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

**Application Procedures:** Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with "Project Archivist Position" in the subject line to Lorena Dion, Administrative Coordinator: [ldion@loyola.edu](mailto:ldion@loyola.edu) to apply for this job.