Project Archivist Description:

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 of 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 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 issues in the collection and work with appropriate staff to address issues as appropriate
- Coordinate the creation of cataloging records with LNDL’s Cataloging and Metadata Department
- Provide reference and in-depth research consultation
- Create content for social media platforms related to archival work
- Monitor reading room and interact with researchers as appropriate
- Perform other duties as needed

Required Qualifications:

- 1-2 years archival processing experience
- Working knowledge of archival metadata standards including DACS, EAD, and EAC-CPF
- Demonstrated ability to stand on ladders and lift 50 lbs.
- Comfortable working with discrete confidential material
- Demonstrated proficiency in 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
- Possess strong customer focus with exceptional interpersonal and communication skills
- A bachelor’s degree
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 that is not renewable.

About the Library:

The Loyola - Notre Dame Library (LNDL) is one of two independent academic libraries in the United States. Situated between two adjoining campuses (Loyola University Maryland and Notre Dame of Maryland University) in a residential area of northern Baltimore City, the Library serves a total population of 8,354 FTE including 6,396 FTE at Loyola University Maryland recognized for excellence in teaching with emerging Health Professional Counseling initiatives and Applied and Natural Sciences programs and 1,958 FTE at Notre Dame of Maryland University a leader in education of women and with new programs in Schools of Nursing and Pharmacy.

The Library offers an excellent benefit package that includes medical, access to dental, life, and disability insurance, as well as TIAA-CREF 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, disability, sexual orientation 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 to apply for this job.