



BENNETT COLLEGE

Job Posting

Title: Archivist

Date of Posting: 11/20/2020

Closing Date: Until Filled

Department: Library

Reports To: Director of Library Services

GENERAL SUMMARY:

Under the administrative direction of the Director of Library Services, Bennett College is seeking an energetic Archivist who will integrate archives processes with learning outcomes in collaboration with faculty on embedded classroom instruction. Primary focus of duties will be on assessing, arranging and describing with provenance archival collections and memorabilia for preservation and access. Perform other related duties required for the effective operation of the library.

ESSENTIAL JOB FUNCTIONS:

- Catalog (arrange, describe) and process archival materials according to standards of the Society of American Archivist.
- Produce finding aids using EAD (Encoded Archival Description).
- Manage digital production operation to include creating metadata using Dublin Core and scanning archival materials.
- Communicate regularly with IT staff to support and manage technical aspects of the digital collection in CONTENTdm.
- Assist in the preparation of project reports to both internal and external constituents.

- Assist in project communication and marketing activities to include writing copy for promotional materials.
- Create/maintain documentation of policies and procedures.
- Maintain and disseminate project schedules and other activities.
- Assist with students' research and historical preservation projects
- Collaborate with colleagues in research and instruction to develop and conduct library instruction sessions especially in using special collections and archives materials.
- Data collection for archives and museum interaction with student learning outcomes

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of records management principles and practices
- Knowledge of digital archival practices
- Knowledge of the technologies and automation techniques
- Skills in EAD, Dublin Core and other structure standards relevant to the archival control of digital collections
- Skills in use of desktop publishing applications, such as MS Excel, Publisher, Word, and other routinely used software
- Ability to communicate effectively orally and in writing.
- Ability to work independently

EDUCATION AND EXPERIENCE:

- Master's degree from an ALA-accredited program for library and information science and/or Master's degree in history or related discipline

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED
NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.