



*Staff Position Posting*

## Archives Specialist, Sr

<b>Department:</b>	Woodruff Health Sciences Library
<b>Salary:</b>	Commensurate with qualifications and experience
<b>Position Availability:</b>	Immediately
<b>Position Details:</b>	PART-TIME POSITION; 25 HOURS PER WEEK

### Library Position Summary

Reporting to the Archives Manager of the Woodruff Health Sciences Library, the Archives Specialist, Sr. position is responsible for processing archival collections in the specialized and professional libraries of the Emory University. Duties include performing accessioning, processing and preservation of archival materials, the creation of finding aids in EAD (Encoded Archival Description) format, and arranging manuscript collections in accordance with current library and archival standards. These include creating and implementing work plans, appraising material, performing basic preservation work, working with the Conservation unit to ensure long-term preservation of manuscript materials in all formats, and creating descriptive, structural, and administrative metadata in accordance with nationally-accepted standards. Duties also involve developing digital project proposals and priorities, assisting in development of exhibitions, and participating in special projects.

### **PART-TIME POSITION; 25 HOURS PER WEEK**

### Job Description

#### Archival Processing Support

1. Performs accessioning, processing, and preservation of archival materials and the creation and editing of finding aids in EAD (Encoded Archival Description) format.
2. Arranges manuscript collections in accordance with current library and archival standards, including creating and implementing work plans, appraising material, and performing basic preservation work.
3. Provides archival processing support to the MacMillan Law Library and Pitts Theology Library. Work includes processing archival materials and the creation and editing of finding aids in EAD (Encoded Archival Description) format, as well as creating and implementing work plans, and performing basic preservation work.

4. Collaborates with WHSC Library Collection Services staff to create descriptive, structural, and administrative metadata in accordance with nationally accepted standards such as EAD and MARC.
5. Collaborates with the Woodruff Library Conservation unit to ensure the long-term preservation of manuscript materials in all formats.
6. Provides basic reference assistance to library users seeking to use the WHSC Library archival collections.
7. Assists the Archives Manager in accessioning large archival collections. Work includes providing basic MPLP processing and cataloging of archival boxes for ingest to the Library Storage Center (LSC). May be required to work at the LSC as needed.
8. Participates in the development of proposals and plans for potential exhibitions for WHSC Library. Serves as a member of the WHSC Library Exhibitions Team.
9. Occasionally assists in the transfer of archival material between the WHSC Library and the Conservation unit and Digital Studio in the Woodruff Library.
10. Performs other duties as assigned.

### **Library Required Qualifications**

- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Regularly moves between several campus libraries as part of the work week.
- Routinely handles objects weighing up to 30 lbs., and may be expected to lift objects weighing up to 30 lbs.

### **Minimum Qualifications**

- Bachelor's degree in a related field and three years of related experience, OR equivalent combination of experience, education, and training. Requires one or more of the following: computer skills, special skills or a proficiency in a foreign language.

## **Application Procedures**

Interested candidates should review the applications requirements and apply online at <https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=622382>

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

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