Position Announcement

Processing Archivist

UNIVERSITY OF MIAMI LIBRARIES
Coral Gables, Florida

SUMMARY OF POSITION

The University of Miami Libraries (UML) seeks an archives professional for the position of Processing Archivist. Reporting to the Head of Manuscripts and Archives Management, the Processing Archivist is primarily responsible for the accessioning, arrangement and description of current and new collections from the University of Miami Libraries distinctive collections. The individual will create finding aids for a wide range of manuscripts and archival collections. The Processing Archivists will also train and supervise the work of one or more archives technicians, student assistants, and interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performance
- Processes manuscripts and archival collections.
- Collaborates in developing goals for collections arrangement and description and establishes mechanisms for reducing processing backlog.
- Participates in the implementation of policies and standards for the arrangement and description of physical and born-digital archival materials.
- Trains and supervises UM Libraries archives technicians, students, and interns.

Processes permanent and historically valuable materials
- Appraises and accessions manuscript and archival collections and related materials.
- Develops processing plans to determine order, specificity, and appropriate level of description and analysis.
- Arranges and describes manuscript and archival collections in all formats (ex. paper, photographic, electronic and audiovisual materials).
- Creates finding aids compliant with archival standards such Describing Archives: A Content Standard (DACS) and Encoded Archival Description (EAD).
- Coordinates the creation of MARC cataloging records with the Metadata & Discovery Services Department.
- Provides quality-control and edits finding aids and other discovery tools created by other members of the Manuscripts & Archives Management team.
- Ensures the online publication of finding aids and other access tools.
- Identifies conservation issues in collections and collaborates with the Preservation department to address these concerns as appropriate.
- Submits regular reports on processing projects.
- Prepares manuscript, archival, and related materials for digitization and exhibits.
Participates in the educational and outreach activities as requested

- Assists with the development and preparation of exhibitions and events.
- Engages with community stakeholders and donors as needed.
- Promotes the archival and manuscript collections of the distinctive collections at conferences and other fora.

Service

- Keeps abreast of relevant technology, literature, and studies for current awareness of trends, developments, and best practices in librarianship and archival processes.
- Serves on/participates in Libraries and University organizations, committees, task forces, and teams as appropriate.

QUALIFICATIONS

Required:

- ALA-accredited Master’s degree, ALA approved overseas equivalent or combination of relevant advanced degree and work experience.
- Coursework or other formal training in archival management.
- Relevant library experience, including at least one year of experience in special collections or archives.
- Demonstrated knowledge of archival appraisal, preservation, arrangement, description, and access theories and procedures.
- Familiarity with issues, trends, principles and practices in archives and special collections.
- Excellent communication, interpersonal, and organizational skills.
- Ability to assess objectives and operational requirements to develop and implement policies and procedures.
- Strong commitment to excellence in service.
- Knowledge of DACS and EAD.
- Experience in using personal computers and related software applications including Microsoft Word, Excel, Power Point, and Access.
- Ability to work independently as well as collaboratively.
- Demonstrated initiative and flexibility.
- Aptitude for accuracy and detail.
- Ability to lift up to 40 pounds.

Preferred:

- Supervisory experience.
- Experience in project planning, management, and completion.
- Familiarity with “More Product, Less Process” and extensible processing approaches to organizing and describing archival collections.
- Experience with at least one archival management software (e.g. AtoM, ArchivesSpace, etc.)
- Familiarity with Web development tools.
- Reading knowledge of at least one modern language, preferably Portuguese, Spanish or French.
Context:
The **University of Miami** (www.miami.edu) is one of the nation’s leading research universities in a community of extraordinary diversity and international vitality. The University is a privately supported, non-sectarian institution located in Coral Gables, Florida, on a 260-acre subtropical campus with operations at three additional locations throughout the greater Miami region: Medical campus (downtown Miami); Marine and Atmospheric Science campus (Virginia Key); and South Campus (Richmond Facility). The University comprises eleven degree granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science.

The **University of Miami Libraries** (UML) rank among the top 50 research libraries in North America with a collection of nearly 4 million volumes and more than 100,000 current serial subscriptions. UML comprises six libraries across the University’s three campuses. UML locations on the Coral Gables campus include: the Otto G. Richter Library (the central, interdisciplinary library); the Paul Buisson Architecture Library; the Judi Prokop Newman Business Information Resource Center; and the Marta and Austin Weeks Music Library. The downtown Miami campus hosts the Louis Calder Memorial Library. The Virginia Key campus hosts the Rosenstiel Marine and Atmospheric Science Library. Libraries at the School of Law and the Department of Ophthalmology in the Medical School are administered independently. The University of Miami Libraries provide support and services for 11,117 undergraduates, 6,214 graduate students, and 16,174 full and part time faculty and staff. UML employs 85 professionals (including 64 librarian faculty), 97 support staff and 56 FTE student employees. UML is a member of and contributor to the Association of Research Libraries, Association of Southeast Research Libraries, Association of Academic Health Science Libraries, Council on Library and Information Resources, OCLC Research Library Partners, International Federation of Library Associations, Center for Research Libraries, International Association of University Libraries, Library Publishing Coalition, Digital Library Federation, Hathi Trust, Academic Preservation Trust, Consortium of Southern Biomedical Libraries, Florida Collaboration of Academic Libraries of Medicine and Southeast Florida Library and Information Network. UML licenses electronic resources through the Northeast Research Libraries (NERL) and Lyrasis consortia. UML is a member of the Rosemont Shared Print Alliance, Scholars Trust and Florida Academic Repository (FLARE).

**Salary and Benefits:**
Compensation will be competitive and will be commensurate with the experience and qualifications of the person selected. Appointments at the Librarian Associate Professor rank and above are typically five-year, renewable contracts. The University of Miami offers a comprehensive benefits package including: 403b retirement plan; medical, dental, and vision benefits; life, disability, and long-term care insurance available; tuition remission; thirteen paid holidays; and twenty-two days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore and sporting event discounts; and optional fee-based membership in a state-of-the-art wellness center. Moving allowance is available. No state or local income taxes.

**Applications:**
Review of applications will begin on March 31, 2019, and continue until the position is filled. Applications should be submitted **here** and must include a letter of interest, curriculum vitae and the names of three references. Materials should be combined in one .pdf file, and uploaded when prompted for one’s Resume/CV (5MB max).
The University of Miami is an Equal Opportunity Affirmative Action Employer.
The University of Miami is an Equal Opportunity Affirmative Action Employer. The University has a strong commitment to diversity and encourages applications from candidates of diverse cultural backgrounds.

The University of Miami is an Equal Opportunity Employer - Females/Minorities/Protected Veterans/Individuals with Disabilities are encouraged to apply. Applicants and employees are protected from discrimination based on certain categories protected by Federal law. Click here for additional information.