

Archivist

Department: Records Management

Location: Metropolitan Campus

Reports To: Director Records Management

Recruitment Type: External/Internal

Requisition ID: req1505

Employment Type: Full-Time Support Staff

Union Position: Non-Union

Work Schedule: Monday through Friday, 9am to 6pm.

Number of Openings: 1

Job Description:

SUMMARY

Maintains and manages the College's archives. Identifies, preserves and catalogues historical documents, memorabilia and other items in any media that document the College's history and significant milestones and makes them available as needed.

ESSENTIAL FUNCTIONS

- Identifies historical records and other materials of archival value
- Appraises and preserves historical records and other materials as identified and creates an accession record
- Conducts records analysis of archival records and College business records as back up for the Manager
- Maintains a current database documenting the items in the College archives
- Provides routine reports on progress to the Manager, Records Management
- Maintains policies on College archival preservation and archives access
- Prioritizes additional recordkeeping assistance as needed
- Handles routine communications (e-mails, phone calls, other written correspondence) related to the archives and other records matters
- Promotes the use of the archives to College employees, students, and the community
- Performs other duties as assigned

Qualifications:

REQUIRED QUALIFICATIONS

EDUCATION AND EXPERIENCE/TRAINING

- Master's Degree in Library & Information Science
 - Significant related experience may substitute for education
- Minimum of three years of demonstrated experience in cataloging, indexing, and preservation of archival materials
- Demonstrated experience effectively making decisions that have major implications on the management and operations within a department
- Demonstrated experience in a role requiring diverse problem solving methods in a variety of situations

KNOWLEDGE, SKILLS and ABILITIES

- Possess comprehensive knowledge of archival preservation theories, concepts and practices with the ability to use in complex, difficult and/or unprecedented situations as it pertains to the departmental focus
- Possess excellent written, verbal and interpersonal communication skills
- Ability to manage multiple tasks and time efficiently
- Ability to be creative and exercise initiative
- Possess strong organizational and time-management skills
- Ability to works accurately with great attention to detail
- Ability to effectively complete work assignments independently
- Ability to promote collaboration, teamwork, and involve all stakeholders in decision-making processes
- Possess excellent customer service skills and proven ability to develop and sustain productive customer relationships
- Demonstrated basic project Management skills
- Intermediate-level proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
- Ability to confidentially and discreetly handle subject matters requiring privacy and sensitivity
- Ability to collaborate, persuade, gain cooperation and acceptance of ideas on significant projects
- Ability to collaborate, negotiate and resolve conflicts on major projects
- Ability to facilitate top-level collaboration while managing sensitive issues
- Ability to develop and maintain relationships with key contacts to enhance work flow and quality
- Possess sensitivity to appropriately respond to the needs of a diverse population

COMPETENCIES

CRITICAL COMPETENCIES

- Service Focus
- Communication
- Quality of Work

VERY IMPORTANT COMPETENCIES

- Collaboration
- Adaptability

IMPORTANT COMPETENCIES

- Time Utilization
- Continuous Improvement

PREFERRED QUALIFICATIONS

- Certified Archivist (CA) certification
- Familiarity with ILS, OMEKA, Archivist Tool Kit, or other related cataloging programs
- Knowledge of analysis of records and records management principles
- Familiarity with records retention schedules and citations

PHYSICAL DEMANDS/WORKING CONDITIONS

(The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- The work is performed in a normal, professional office environment;
- The work area is adequately lighted, heated and ventilated;
- Typically, the employee may sit comfortably to perform the duties of the job and will perform repetitive motions with hands/fingers using a computer mouse and keyboard to type. However, there may be some walking; standing; bending; carrying of light items such as papers, files, pamphlets, books, etc.;
- Work may also require the ability to occasionally climb ladders and lift up to 35 pounds un-assisted

- Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite

EQUAL OPPORTUNITY STATEMENT

Cuyahoga Community College is committed to attaining excellence through the recruitment and retention of a qualified and diverse workforce. Cuyahoga Community College is an equal employment/educational opportunity institution.

Special Note:

Special Instructions to Applicants: During the application process, you may be required to attach a cover letter and/or resume. It is recommended that you have these documents ready to be attached electronically to the online application. This system accepts only MS Word or PDF attachments. Any employment with the College is contingent upon satisfactory completion of a background check and drug screen.

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