



Position Available	Archivist
Appointment Date	Open until filled

<p>Responsibilities</p>	<p>Under the supervision of the library director, the Archivist is charged with following professional archival standards, principles and best practices in managing all aspects of the Martha Smith Archives and Research Center. Located in the Hooley-Bundschu Library and Learning Commons, the Martha Smith, CSJ, Ph.D. Archives & Research Center's mission is to collect, arrange, preserve, and make accessible the permanent records of the University as well as rare and unique collections that support the University's administration, teaching, research, and service. The Archives is currently comprised of three collecting areas – the Women Religious Special Collections, the CSJ Heritage Center Archives, and the Avila University Archives.</p> <p>CORE DUTIES:</p> <ul style="list-style-type: none"> • Creates, revises, and maintains documentation of all archival policies, practices, and procedures. • Strategic planning for, prioritizing of, and overseeing the archives and its projects. • Serves as primary contact for reference and public service activities in the Archives. • Promotes use of collections through classroom instruction, outreach, public presentations, tours, exhibits, and publications. • Accessions, appraises, and inventories newly acquired materials, and performs necessary preservation or physical preparation, or supervises student workers in these tasks. • Prepares, organizes, and processes archives, manuscripts, and photographic collections. • Catalogs materials, creates finding aids, inventories, records, and metadata using DACS, Archives Space, and Omeka, or trains and directs others in doing so. • Identifies and prioritizes projects and materials for digitation • Oversees patron use of materials in the archive's reading room. • Manages archival equipment, supplies, and budget resources. • Supervises student assistants and occasional interns on assigned projects. • Participates as a team member in the library to assist patrons with research, reference questions and performs circulation functions as needed; attends library meetings and serves on library committees. • Provides service to the University through active participation on committees, task forces, and meetings. • Maintains skills and knowledge of current developments in archives and the profession through active membership in professional organizations, reading professional literature, and attending educational programs, workshops or conferences.
<p>Qualifications</p>	<p>MINIMUM REQUIREMENTS:</p> <p>Education:</p> <ul style="list-style-type: none"> • Master's degree from an ALA-accredited library school or equivalent accredited degree, with formal training in archival theory and practice. <p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • One to two years' professional experience in an archive, library, or other cultural heritage institution. • Demonstrated knowledge of metadata and encoding standards, such as DACS, EAD, Dublin Core, MARC, AACR2 and RDA, as well as controlled vocabularies, such as LCNAF and LCSH. • Demonstrated knowledge of archival collection management systems such as ArchivesSpace (or another Archival content management system such

	<p>as AtoM, Archivist's Toolkit, or Archon).</p> <ul style="list-style-type: none"> • Fluency in Microsoft Office Suite, Adobe Photoshop and Adobe Acrobat Professional. • Familiarity with archival digitization standards, document/photograph scanners, and digital audio recorders. • Ability to balance and complete multiple concurrent projects, set priorities, and work creatively in a rapidly changing environment. • Ability to work collaboratively with patrons, donors, and co-workers, as well as independently as a lone arranger. • Excellent written and oral Communication skills. • Work environment requires sitting for long periods of time at a computer terminal and requires the ability to perform tasks associated with retrieval of archival materials including moving/lifting up to 40 lbs. <p>PREFERRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Donor relations, collection solicitation and/or gift management • Experience implementing new technologies in a special collections environment • Knowledge of intellectual property issues related to archives, libraries, and special collections and copyright issues associated with print and digital technologies • Experience with Innovative Interfaces' Millennium ILS Software
Salary	
Benefits	<p>This is a full-time position, eligible for the usual and customary benefits. Avila University's comprehensive benefit package includes a generous holiday schedule, tuition remission for employee and dependents, vacation and sick leave, retirement benefits and health insurance.</p>
Application Information	<p>Send cover letter and résumé to employment@avila.edu (email preferred) or mail to:</p> <p>Office of Human Resources Avila University 11901 Wornall Road Kansas City, Missouri 64145-1698</p>
The Community:	<p>Kansas City, a two-state metropolitan area with a population of nearly two million, offers a wide variety of cultural, educational and social life opportunities</p>
<p>Avila University, a Catholic university founded and inspired by the Sisters of St. Joseph of Carondelet, provides undergraduate and graduate education in the liberal arts and professional studies, preparing lifelong learners who make meaningful contributions to the global community.</p>	
<p>Avila University is committed to equal employment opportunity and does not discriminate on the basis of, sex, race, religion, age, color, sexual orientation, disability, national or ethnic origin, marital status, veterans status, genetic information or any other characteristic protected by law.</p>	