JOB DESCRIPTION

Adrian Dominican Sisters

Congregation Archivist

DEPARTMENT: Archives

REPORTS TO: Secretary of the Congregation

FLSA: Exempt

GENERAL SUMMARY:

The Congregation Archivist is responsible for organizing, preserving and protecting the records which pertain to the origin, history, spirit, life and growth of the Congregation. The Archivist is responsible for the acquisition, assessment, processing and reference, preservation, records management, planning, budget preparation and management, security, search and retrieval systems, as well as related community outreach. All duties are performed in accordance with the mission, vision and values of the Adrian Dominican Sisters.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Establishes and maintains policies and procedures for professional administration of the Archives.

2. Plans and implements the annual goals, objectives and budget for the Archives.

3. Digitizes archival collections for easier access.

4. Applies professional archival and records management practices for the use and management of the archival collections.

5. Works with Communications staff to create and maintain an archives component on the Congregation website.

6. Ensures that the Archives’ finding tool, technology, and software are up to date.

7. Responds to requests from Congregation Leadership and others.

8. Applies best-practice standards for receiving, accessioning, cataloguing, storing and displaying items of historical value pertaining to the life and mission of the Congregation.
Archivist
- 2 -

9. Oversees environmental protection of archival materials, including storage systems, temperature and humidity levels, security and conservation procedures.

10. Oversees development of exhibits, including research, text, exhibit design and installation.

11. Recruits, trains, and oversees volunteers and other staff as applicable.

12. Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing good safety and health habits while performing duties.

13. Performs other duties as assigned.

REQUIREMENTS:

Education:
- Master Degree in Archives and Records Management preferred. Bachelor Degree required.
- Certified Archivist qualification from the Academy of Certified Archivists.

Experience:
- Minimum of three to five years administrative experience in archival work at a management level. Knowledge and experience in records management, research, systems management, cataloging, and preservation standards relative to archival work.
- Knowledge, skills and experience in software and other computer applications appropriate for strengthening and expanding computerized data retrieval and archival services; knowledge of best practices for digital preservation and digitization.

Knowledge, Skills, and Abilities:
- Ability to learn, understand and support the Adrian Dominican Mission and Values.
- Excellent interpersonal, verbal and written communications skills.
- Ability to maintain a high level of confidentiality
- Ability to work collaboratively.
- Ability to function independently with flexibility and personal integrity.
- High level of attention to detail and accuracy.
- Excellent organizational skills and ability to prioritize and execute tasks in a timely manner.

Physical:
- Must be able to sit, stand and walk up to 8 hours per day
- Must be able to stoop, bend, reach and carry approximately 20 pounds
• Must be sighted and capable of hearing
• COVID-19 vaccination is required for this position.
• Annual influenza vaccination is required for this position.

**WORKING CONDITIONS:**

• Generally quiet office area with frequent times of interruption
• Full time hours, Monday through Friday

**WORK ENVIRONMENT**

• Work is performed indoors in an office setting and a temperature controlled archive area.
• Work involves on-site time; frequent interaction with residents, guests and volunteers with various medical conditions and other employees up to 8 hours each day.
• Masks are required in common areas when warranted by level of COVID-19 community spread and/or positive COVID-19 cases on campus.
• The organization observes applicable guidelines of the CDC, OSHA, and other federal, state, and local authorities.

**ACCOUNTABILITY:**

Accountable to: Secretary of the Congregation

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

__________________________________  __________________________________
Co-worker (print)                   Co-worker (sign)

__________________________________  __________________________________
Supervisor (sign)                   Date