JOB DESCRIPTION
Assistant Archivist

DEPARTMENT: Archives
REPORTS TO: Congregation Archivist
FLSA: Non-Exempt

GENERAL SUMMARY:
The Assistant Archivist supports the Congregation Archivist in maintaining, processing, researching and digitizing the collections of the Adrian Dominican Sisters Archives. All duties are performed consistent with the mission, vision and values of the Adrian Dominican Sisters.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assist in executing the current collection policy in the accessioning and deaccessioning of collections.
2. Provide support in consistent arrangement and description of both digital and physical collections.
3. Assist in processing collections using preservation standards in archival handling and rehousing collections.
4. Support both internal and external research requests in a timely manner.
5. Assist in completing high-priority projects while balancing backlog collections.
6. Support in researching and assembling content for various milestone events like Jubilarian Celebrations, Congregation Gatherings, Funeral Services, etc.… and other events as needed.
7. Assist in engagement initiatives that improve access and visibility of the Archive’s collections.
8. Help train and manage the workflow of the interns and volunteers.
9. Support in balancing access with discretion when managing the security, safety, and sensitivity collections.
10. Continually expand one’s knowledge of Congregation history, use of technology, and archival standards.
11. Collaborate with the Congregation Archivist to define project priorities, revise policy and procedures, and troubleshoot as needed.
12. Complete progress trackers that record research requests, project priorities, and related metrics as needed.
13. 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.
14. Performs other duties as assigned by Supervisor.

REQUIREMENTS (Knowledge, Skills, and Abilities):
- Demonstrate excellent oral and written skills
- Demonstrate excellent organizational and research skills
Assistant Archivist

- Demonstrate skills in using MS Office, digitization hardware and software, and online tools
- Knowledgeable about Congregation, Catholic, and/or women’s religious history
- Willingness to learn new workflows, technical skills, and archival best practices
- Able to maintain confidentiality
- Able to work independently and collaboratively
- Able to be adaptable, innovative, and solution oriented
- Able to work with a variety of personalities
- Able to meet deadlines
- Able to manage competing priorities and moments of ambiguity

Physical:
- Must be able to sit, stand and/or walk up to 8 hours per day.
- Must be able to stoop, bend, reach and carry approximately 35 pounds.
- COVID-19 vaccination is required for this position.
- Annual influenza vaccination is required for this position.

WORKING CONDITIONS:
- Generally quiet office area with times of interruption
- Work 40 hours a week, Monday through Friday, times and days to be decided with the Congregation Archivist.

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: Archivist

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