

MARYMOUNT CONVENT JOB OPENINGS:

The Religious of the Sacred Heart of Mary (RSHM) are an international congregation of women religious called to know and love God and make God known and loved. Their lives are built around the common understanding that everyone deserves a life of dignity. Through various ministries, the Sisters cultivate a care for the most vulnerable and a care for creation.

We are seeking a Part-Time Archivist for our Tarrytown, NY location for 15-20 hours per week. The salary range for this position is \$25.00 to \$30.00 per hour.

To apply, please submit a cover letter and resume to: apesce@rshmeap.org.

Part-Time Archivist

The Religious of the Sacred Heart of Mary in Tarrytown NY is hiring a Part-Time Archivist. The Archivist will develop a system for the acquisition, preservation, arrangement, description, and access to records of historical and enduring value and conduct outreach activities to promote interest in the Religious of the Sacred Heart of Mary. While the Religious of the Sacred Heart of Mary is in international institute, the archives involved are only of those from the Eastern American Area, although communication with other Areas and with the Generalate Archivists may be necessary and there is a system in place to support this.

Required Qualifications and Skills:

- Ability to work with confidential materials.
- Ability to work independently.
- Strong communication, as well as organizational and problem-solving skills.
- Knowledge of fundamental archival principles and practices and proven ability of their application.
- Experience with varied formats of records including manuscripts, printed materials, photographs, electronic media, artifacts, and art works.
- Experience with database management software, Microsoft Word, Excel as well as digital imaging and editing software and development of finding aides.
- Master's degree in Library science, History, or Public History with a specialty in archival material preferred, but relevant experience and a Bachelor's degree in an allied field also considered.
- Two years' experience working in archives or special collections preferred, but all relevant experience considered.

Job Responsibilities:

- Complete a backlog of appraisals, accessions, cataloging, arranging, descriptions of historical records, artifacts and administrative records of the Religious of the Sacred Heart of Mary.
- Document and purge non-archival documents and artifacts from the collection.

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- Create and maintain finding aids and inventories.
- Develop special projects, research requests, etc. as needed.
- Manage school records of closed schools of the RSHM and send out transcripts as requested.

The Religious of the Sacred Heart of Mary are an Equal Opportunity Employer