

JOB POSTING

The Sisters, Servants of the Immaculate Heart of Mary, Scranton, PA have as our mission to follow Jesus as a community of disciples, aware that we are sent to be a clear and understandable prophetic witness to the presence of God in the world.

The following position is available:

Part Time Archival Assistant

The Archival Assistant will ensure digitized materials are readied for long-term preservation. Primary responsibilities will include assessing and appraising audiovisual materials for digitization and digitizing selected materials for upload to our digital management system.

--Qualifications for this position include knowledge of fundamental archival principles, and familiarity with standards and practices used in digitizing collections. Position requires technical experience with varied formats of records including manuscripts, printed materials, photographs, audio-visual materials, artifacts, and artworks.

--Education and Experience: College degree in library science, technology, or related field with a master's degree preferred. Bachelor's degree and relevant experience also considered. Experience in digitization with archives or special collections preferred, but all relevant experience considered.

--Benefits: Part-time employees (those who work consistently under 32 hours/week) are eligible for modified benefits.

--Salary: \$15 to \$21/hr. based on experience

--Contact information:

IHM Human Resources Department
Our Lady of Peace Residence
2300 Adams Avenue
Scranton, PA 18509
(570) 330-8644