

Processing and Collections Management Archivist

The Processing and Collections Management Archivist is responsible for processing and managing archival collections held by University Libraries Special Research Collections. This work includes accessioning, arranging, housing, and describing archival collections in accordance with professional standards to support increased collection accessibility and discoverability. Working under the direction of the Coordinator and Senior Archivist, Special Collections Processing Unit, the Archivist creates and edits finding aids in the Libraries' ArchivesSpace instance. The archivist organizes archival collections stored at the Library Service Center and records collections storage information in the Library Service Center's shelf management software system. The position also pulls and shelves archival boxes at the Library Service Center in a timely manner for daily campus circulation requests. The archivist performs stacks management activities and relocates collections to maximize efficient storage and manages intake of archival supplies. The archivist creates custom archival enclosures and participates in special projects as assigned and trains and guides the work of student assistants and temporary staff as directed.

Compensation: \$54,700 annually

Job Responsibilities:

- Accessions, arranges and describes archival collections in accordance with established professional standards.
- Creates and edits archival finding aids in ArchivesSpace to support the accessibility and discoverability of distinctive OU Libraries collections.
- Consults with supervisor, colleagues, and other sources throughout archival processing workflow to produce factually and contextually accurate archival collection descriptions and metadata.
- Records collections storage information in collections management systems to ensure sound and efficient management of collection assets.
- Trains and guides the work of student assistants and temporary staff as directed.
- Collects, compiles, and delivers information and data for statistical and narrative reports.
- Prepares reports, memoranda and correspondence.
- Maintains proficiency in all workflows, policies, and systems necessary for arrangement and description of archival collections.
- Organizes archival collections stored at the Library Service Center.
- Performs stacks management activities and relocates collections to maximize efficient storage, including shelving, labeling, and re-boxing materials.
- Manages intake of archival supplies.
- Identifies collections, materials, and individual items in need of preservation treatment.
- Performs routine preservation applications to paper items and occasional artifacts.
- Creates custom archival enclosures as needed.
- Pulls and shelves archival boxes at the Library Service Center in a timely manner for daily campus circulation requests.
- Provides occasional reference assistance as directed.

Qualifications:

Required Education and Experience: Bachelor's degree, AND:

- 36 months of related experience in archival arrangement and/or records management.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 84 months of related experience.

Knowledge, Skills, and Abilities:

- Working knowledge of processes and best practices for the organization and preservation of archival records in multiple formats.
- Working knowledge of metadata schema used in the description of archival materials (DACS, EAD, other).
- Demonstrated ability to manage processes and workflows resulting in project completion.
- Ability to work with colleagues to fulfill multiple needs and expectations with tact and credibility.

Preferred Qualifications:

- Master's degree in library and information science with an emphasis on archives management.

Applications

All applications must include a cover letter, resume and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at libraries.ou.edu/jobs. To apply for this position, go to jobs.ou.edu and search for [job number 493133](#).

About University Libraries

University Libraries seeks to create an atmosphere in which diverse thought and experiences are valued and that promises opportunities to succeed and thrive. Named an "Education Futurist" and recipient of a Campus Technology Innovators Award, the University of Oklahoma Libraries' award-winning facilities and resources create opportunities for faculty and students to excel. We invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries' team consists of 16 library faculty, 51 professional staff, and 35 classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, Monnet Hall, hosting the Western History Collections, and three branch libraries: Architecture Library, Youngblood Energy Library, and Fine Arts Library. Affiliated OU libraries, not within the administrative oversight of University Libraries, include: the Donald E. Pray Law Library on the Norman campus, Robert M. Bird Health Sciences Library on the Oklahoma City campus, and the Schusterman Library on the Tulsa campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.4 million volumes (including 1.8 million eBooks), 3.6 million microform materials, over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes; the Western History Collections, with over 12,000 linear feet of manuscripts, 2 million photographs, 80,000 volumes, 2,700 sound recordings, 5,000 cartographic resources, and 580 works of art; the Harry W. Bass Business History Collections, with over 23,000 volumes; the John and Mary Nichols Rare Books and Special Collections, with over 12,000 volumes; and the Chinese Literature Translation Archive, which houses nearly 10,000 volumes and thousands of documents relating to translators of modern Chinese literature in the West.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Open Textbook Network, Library Publishing Coalition.

About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See [visitnorman.com](#) for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see [visitokc.com](#)

Why You Belong at the University of Oklahoma: The University of Oklahoma values our community's unique talents, perspectives, and experiences. At OU, we aspire to harness our innovation, creativity, and collaboration for the advancement of people everywhere. You Belong Here!

Equal Employment Opportunity Statement: The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.