

Job Description

Job Title:	Archivist
Department:	Library
Reports To:	Head, Special Collections & Archives
Jobs Reporting:	
Salary Grade:	USG 8 - 13
Effective Date:	October 2017

Primary Purpose

The Archivist works collaboratively to appraise, organize, arrange, describe and provide access to the Library's literary and historical archival collections and takes the lead for this work carried out in the University of Waterloo Archives. They work to provide research and information services to University students, faculty, staff, as well as external researchers.

The Archivist also participates in Library and Campus-wide cooperative efforts such as committee work and special projects.

Key Accountabilities

Information Resource Management

Literary and historical archives

- Performs archival work related to the accessioning, arrangement, description, storage of and access to archival material and other records in all formats received in the department by donation, purchase or transfer in accordance with archival principles and institutional policies, procedures and priorities
- Works collaboratively with Special Collections & Archives staff to establish, document and implement processing procedures necessary to maintain intellectual and physical control of holdings
- Analyzes and evaluates the use, condition and conservation requirements of archival material, including the preservation needs of media requiring specialized treatment and participates in initiatives to convert or migrate media to appropriate preservation formats
- Works collaboratively with Special Collections & Archives staff to identify and prioritize items in the collection suitable for digitization
- Liaises with Metadata & Cataloguing staff to ensure newly processed fonds and collections are added to the Library catalogue and ensures that appropriate metadata is provided to facilitate online access and discoverability
- Participates in the monitoring of national and international archival and other metadata standards and in the formulation of local policies and procedures

University of Waterloo Archives

- Performs archival work related to the accessioning, arrangement, description, and storage of archival University records in all formats in accordance with archival principles and institutional policies, procedures and priorities

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- Works collaboratively with the Head, Special Collections & Archives to establish policies, procedures and workflows necessary to maintain intellectual and physical control of University of Waterloo Archives holdings
- Performs research support and retrieves records from off-site storage at the request of University officials and administrative departments
- Accepts and appraises transfer of University records, including born-digital records, in accordance with Records Schedules
- Is responsible for providing research access to University records in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and local policies
- Collaborates with the University Records Manager as appropriate

Gifts and donations

- Assists the Head, Special Collections & Archives with the appraisal and acquisition of donations and purchases of archival material

Research and information services

- Works with Special Collections & Archives staff to perform research and information services to University students, faculty, staff, as well as external researchers.
- Performs research and provides material for University and Library development activities and related events
- Supports and advances the Library's Strategic Directions to further the Library's contribution to the School and the campus Strategic Plan/goals, as well as to the learning, teaching, and research of the campus community
- In collaboration with the Librarian, Special Collections & Archives, designs instructional materials, and delivers instruction in various formats about our digital collections to meet the instructional needs of students and researchers
- Builds effective working relationships with other University of Waterloo colleagues, the TriUniversity Group of Libraries (TUG) and external professional colleagues
- Participates in professional development in areas including research, training, conference presentations, and ongoing skills acquisition

Management and supervision

- Trains and supervises the work of student workers
- Directs the work of Library Associates as appropriate
- Represents the Head, Special Collections & Archives in their absence
- Leads or participates in the planning and execution of special projects and participates on task groups or committees as appropriate

Required Qualifications

Education

- ALA-accredited Master of Library Science degree or equivalent

Experience

- Experience of archival theory and practice, including relevant national and international appraisal, metadata and preservation standards and proven knowledge of Rules for Archival Description (RAD)

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- Experience with records management principles, including records in all formats

Assets:

- Experience in an academic library setting
- Experience with information management systems

Knowledge/Skills/Abilities

- Demonstrated ability to independently, as well as collaboratively, plan, coordinate, and implement effective workflows and projects
- Knowledge of Freedom of Information and Protection of Privacy Act (FIPPA) and its application to archival material
- Familiarity with copyright and its application to material in all formats
- Familiarity with archival description platforms (particularly AtoM and InMagic/DBTextworks)
- Knowledge of management of born-digital records
- Proven excellent communication skills, both oral and written
- Ability to foster positive working relationships and build partnerships
- Ability to work effectively and efficiently without direct supervision
- Demonstrated ability to manage very detail-oriented processes requiring an exceptional degree of accuracy
- Demonstrated ability to analyze and resolve problems and to prioritize multiple tasks in an environment with frequent interruptions
- Proven ability to work effectively in a service-oriented environment, which values collaboration and collegiality
- Demonstrated ability to interact with others in a respectful and sensitive manner
- MS Word – Intermediate
- Excel – Intermediate
- PowerPoint – Intermediate
- Archival description platforms; repositories; content management systems – Intermediate to Advanced

Nature and Scope

- **Contacts:** Communicates with department members and provides courteous and accurate in-person, e-mail, telephone, and postal reference services - Communicates with all staff and departments to discuss, present and meet mutual information and departmental needs - Communicates with scholars, researchers, genealogists and the general public to discuss and meet information and research needs - Communicates with current and potential donors to assist in the appraisal and acquisition process
- **Level of Responsibility:** The Archivist is responsible for their own work. The position has supervisory responsibility for work-study, co-op or contract positions. The Archivist may direct the work of Library Associates. The incumbent handles material (some sensitive) subject to privacy legislation and copyright regulations and must ensure appropriate safeguards are employed in providing access to the material. As required, the position consults with the Head, Special Collections & Archives, and members of the Library Managers Group.
- **Decision-Making Authority:** Responsible for their own work in consultation with the Head, Special Collections & Archives
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of a library staff position

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- **Working Environment:** Exposure to stresses related to pressures and priorities related to typical archivist responsibilities. Occasional need to lift and handle boxes up to 18 kg (40 lbs.), using step ladders to retrieve and return boxes stored on shelves at heights of up to 3 metres