

Records and Accessioning Archivist - Tufts Archival
Research Center
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=235995>

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Posted May 13, 2024, set to expire Dec. 31, 2024

Job Title	Records and Accessioning Archivist - Tufts Archival Research Center
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library Curatorial/Archival
Job Website	https://jobs.tufts.edu/jobs/20478?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Tufts Archival Research Center (TARC) is the archives and manuscript repository of Tufts University and is open to the public. TARC's team of professional archivists provides stewardship for the Tufts University Archives, nearly three hundred manuscript collections, and other permanently valuable physical and digital archival materials. TARC staff also assist Tufts students, faculty, and staff with recordkeeping activities, through records management and digital library services. TARC's stewardship responsibilities are mandated by the Board of Trustees, as outlined in the University Records Policy. TARC is a unit of Tufts central administration, serving all schools and reporting to the Office of the Provost.

What You'll Do

The Records and Accessioning Archivist plays a key role in TARC's archival accessioning, processing, and collection stewardship activities and has primary responsibility for accessioning both physical and digital collection material and facilitating the management of collection documentation files for TARC. The Records and Accessioning Archivist serves as a primary point of contact for departments and offices at the university seeking to transfer records to the University Archives. In transferring new material the Records and Accessioning Archivist records information about provenance, original order, or context of creation gained during communications with the donor. Following an accessioning as processing model, the Records and Accessioning Archivist creates or oversees creation of initial description for all holdings, ensuring responsible administrative and physical control and basic intellectual access for all material at time of accession, and providing the infrastructure upon which any future archival work will be built.

What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired through the completion of an ALA-accredited Master's degree with concentration in archives management and 2-3 years of related experience
- Demonstrated knowledge of archival theory and practice, including experience processing archival records
- Knowledge of relevant standards for archival description including DACS, EAD and EAC-CPF, and familiarity with other metadata standards

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- Excellent supervisory and organizational skills and ability to plan, coordinate, and implement complex projects
- Ability to work both independently and collaboratively with a variety of staff in a rapidly changing environment
- Excellent written and oral communication skills

Preferred Qualifications:

- 1-2 years of experience working in an active university records program
- Experience with digital processing and/or preservation tools

Pay Range

Minimum \$57,900.00, Midpoint \$72,450.00, Maximum \$87,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact