University of Houston Clear Lake

Archivist
University of Houston-Clear Lake
Houston, TX

Job Description

The Archivist (Hiring Rank: Archives Librarian) will provide leadership and direction for activities which provide physical and intellectual access to the unique resources of the University of Houston-Clear Lake Archives & Special Collections, including University Archives, the Johnson Space Center (JSC) History Collection, Human Space Flight Collection, and Clear Lake area history collections. This position reports to the Associate Director of Archives & Special Collections and is involved with all aspects of collection development and collection maintenance in Archives and Special Collections.

Duties:

- Assists with managing the accessioning and processing of collections and resources in all formats.
- Assists with developing and implementing policies and procedures for the acquisition, processing, digitization, and preservation of archival materials.
- Creates finding aids in compliance with professional standards and ensures the quality of finding aids created by other staff.
- Develops reference policies and procedures as well as delivers coordinated and consistent reference and research assistance to university users, Johnson Space Center scholars, and the general public.
- Evaluates and processes current archival collections and rare books; manages outreach to acquire University collections, local community materials, and space-related history collections.
- Assists in managing the archives collections in the university's Institutional Repository and online exhibits as well as participates in library-wide planning and direction for the Institutional Repository.
- Promotes visibility and the use of archives materials through instruction, physical and online exhibitions, presentations, tours, publications, and other outreach activities.
- Works with instruction librarians and faculty for instructional use of the collections. Serves as a library liaison to assigned disciplines.
- Engages in professional activities and participates in various University or Library committees and performs related duties as assigned.
- Knowledge of conducting regular reference for archival collections.

Required Qualifications:

- Either an MLS/MLIS or Master's degree with emphasis in archival studies or a closely related field.
- Professional experience in special collections and archival services with some supervisory experience.
- Significant knowledge of archival and special collections principles, reference, and research best practices.
- Knowledge of institutional repositories and digital scholarship.
- Basic knowledge of metadata schemas, cataloging rules, standards, and best practices with digitization of archives, for example: EAD, Dublin Core, XML, RDA, MARC21, AACR2.
- Highly developed oral and written communication skills and the ability to work independently and collaboratively as appropriate.
- Demonstrated ability to direct the arrangement, description, and processing of archival materials.
- Ability to prepare and maintain finding aids based on current and emerging best practices.

Desired Qualifications:

- Experience with DSpace, Omeka, grant writing and project management.
- Archivist certification by the Academy of Certified Archivists.

Required Attachments by Candidate: Resume

Notes to Applicant: Full-time position with benefits. Background check required. To apply, please complete the online application and attach a resume. Applications without the required documents will be considered incomplete and disqualified. Only applications submitted through UHCL's online job application system will be accepted for this position, which is posted at https://uhs.taleo.net/careersection/ex4_uhcl/jobdetail.ftl?job=STA009450&tz=GMT-05%3A00&tzname=America%2FChicago

Job Type: Full-time

Salary Range: $3,786.00 - $5,013.77 per month