

Position Description

Title: Digital Archivist

Reports to: Associate Director, Head of Special Collections and University Archives

Position Summary: As Colgate University builds on its rich history and moves into its third century, we are seeking to appoint an ambitious and transformative digital archivist to join the faculty of the University Libraries. This past year, Colgate University Libraries became a charter member of [JSTOR Digital Stewardship](#) and joined an inaugural cohort of [19 university libraries](#) in signing a [Statement of Shared Practice on AI and Archives](#). This new role will develop and implement a strategic plan for addressing the growing prominence of born-digital materials, outlining acquisition priorities, and ensuring the necessary resources, infrastructure, and policies are in place to preserve the digital record of the University. Reporting to the Associate Director of Special Collections and University Archives (SCUA), the Digital Archivist will bring an understanding of traditional archival practices and expertise in the emerging field of digital archives.

Primary Duties and Essential Functions (may include, but not limited to the following):

- Oversee the daily operations of digital archival processing, including building and maintaining documentation in support of a sustainable digital preservation program. Coordinate the integration of digital special collections and archival materials into collection processing, discovery, and access; and contribute to longer-term sustainability, discovery, and access of the Libraries' digital collections.
- Foster collaborations across Colgate University departments to enhance the archives' reach and impact.
- Supervise and train student staff working on digital materials.
- Process physical archival and special collections materials.
- Participate in engagement and outreach activities

In addition to specific job responsibilities, all library faculty:

- Participate in University governance, which includes appointed and elected committees and other University service opportunities.
- Conduct research and pursue scholarship of appropriate and pertinent professional focus.
- Demonstrate an active commitment to the library or archival profession.

Required Qualifications

- A graduate degree from an ALA-accredited library or archival science program, or an equivalent combination of education and experience.
- At least one year of experience working in an archive, with demonstrated archival processing experience.
- Proficiency in management software and standards in both traditional and emerging digital archival practices, including DACS, ERM, EAD, OAIS, and ArchivesSpace.

- Working knowledge of web archiving capture and management tools
- Knowledge of basic preservation standards, tools, and policies for acquiring and assessing digital materials.
- Familiarity with accessioning and processing physical archives / special collections materials.
- Understanding of privacy, confidentiality, and copyright issues regarding archival and special collections materials.
- Excellent collaboration and communication skills.

Preferred Qualifications

- Knowledge of JSTOR Digital Stewardship platform and Seeklight
- Project management experience
- Experience facilitating instruction sessions or workshops
- Experience curating compelling exhibitions and organizing workshops

The minimum starting salary is \$65,000. Salary will be commensurate with experience. Review of applications will begin on September 21st, 2026 and continue until the position is filled. Interested applicants should submit a cover letter, C.V., and the names and contact information of three references through [Interfolio](#).

Colgate strives to be a community supportive of diverse perspectives and identities. In their application cover letter, candidates must describe how their approach to Collections Services, Records Management, and/or Outreach and Engagement might create an inclusive educational environment.

Colgate is a vibrant liberal arts university of 3,200 students situated in central New York state. Colgate faculty are committed to excellence in both teaching and scholarship. Further information about the University Libraries can be found [here](#).

Applicants with dual-career considerations can find postings of other employment opportunities at Colgate and at other institutions of higher education in upstate New York at [this website](#).

It is the policy of Colgate University not to discriminate against any employee or applicant for employment on the basis of their race, color, creed, religion, age, sex, pregnancy, national origin, marital status, disability, protected Veterans status, sexual orientation, gender identity or expression, being or having been victims of domestic violence or stalking, familial status, or any other categories covered by law. Colgate is an Equal Opportunity/Affirmative Action employer. Candidates with disabilities, and protected veterans are encouraged to apply.