

Position Description

Title: University Archivist

Reports to: Associate Director of Special Collections and University Archives (SCUA)

Position Summary: Colgate University is seeking to appoint an archivist to join the faculty of the [University Libraries](#) to help steward the institution's rich history. Reporting to the associate director of special collections and university archives (SCUA), the university archivist is responsible for the development, management, and promotion of the records of Colgate University and its affiliated organizations. These collections document the history of the university from the 1810s to the present. The university archivist also participates in records management activities for university records, and provides records management instruction to university offices and departments.

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

- Develop and document workflows, procedures, and strategic priorities for Colgate University archives.
- Serve as the primary point of contact for university units and individual donors regarding the appraisal and transfer of archival records.
- Accession, arrange and describe manuscript and archival collections in all formats in accordance with professional standards and best practices to ensure efficient arrangement and description of university records.
- Under direction of the SCUA Associate Director, lead and implement the development of an archival records management program that includes appraising and facilitating the transfer and storage of inactive records from university departments and offices, and the collecting of electronic records.
- Promote engagement with the collections, in collaboration with faculty, staff, and other external partners.
- Provide reference and instruction services to members of the Colgate community and other researchers.

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 equivalent combination of education and experience.

- At least two years of experience working in an academic archive, with demonstrated archival processing experience.
- Proficiency of national standards, tools, and best practices for the description of archival materials, authority control, and other data content and structure standards relevant to archival control (examples include: DACS, EAD, ERM, OAIS, and ArchivesSpace).
- Ability to manage multiple projects simultaneously.
- Excellent collaboration and communication skills, with experience engaging with partners across campus
- Ability to work effectively in a team-based environment, aligning initiatives with university priorities.

Preferred Qualifications

- Experience with University or institutional archives management.
- Experience with records management.
- Knowledge of JSTOR Digital Stewardship platform and Seeklight
- Experience facilitating instruction sessions or workshops
- Experience curating compelling exhibitions and organizing workshops
- Experience working with donors.

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 link](#).

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.