



Archivist

Cambridge, Massachusetts, United States

Full-time

Work Format: Hybrid

Harvard Job Function: Library

Union: 00 - Non Union, Exempt or Temporary

Salary Grade: 056

FLSA Status: Exempt

Company Description

By working at Harvard University, you join a vibrant community that advances Harvard's world-changing mission in meaningful ways, inspires innovation and collaboration, and builds skills and expertise. We are dedicated to creating a diverse and welcoming environment where everyone can thrive.

Why join the Harvard Radcliffe Institute?

The [Radcliffe Institute for Advanced Study](#) at Harvard University, known colloquially as Harvard Radcliffe Institute, is one of the world's leading centers for interdisciplinary exploration. We bring together students, scholars, artists, and practitioners to pursue curiosity-driven research, expand human understanding, and grapple with questions that demand insight from across disciplines.

The [Fellowship Program](#) annually supports the work of 50 leading artists and scholars. [Academic Ventures](#) fosters collaborative research projects and sponsors lectures and conferences that engage scholars with the public. The [Schlesinger Library](#) documents the lives of American women of the past and present for the future, furthering the Institute's commitment to women, gender, and society. The [Emerging Leaders Program](#) is a youth leadership development program partnering local high school sophomores with Harvard undergraduates in a mentoring relationship.

The Institute's work is shaped by its history as the former Radcliffe College—a school founded to ensure that the standard of education embodied in Harvard was accessible to women, who were then excluded from the University. But the legacy of Radcliffe College is not simply coeducation at Harvard; it is the recognition that universities will always be greater when they draw wisdom and talent from the widest possible pool.

Take a look at this video to get different staff perspectives on [working at Harvard Radcliffe Institute!](#)

Job Description

Job Summary:

The Schlesinger Library ethically collects and stewards archival, published, and digital materials documenting the histories of women and gender-diverse people in the United States. We make these collections accessible to scholars, students, educators, and the public through our reading room, classroom, gallery, and online platforms, advancing our commitment to building a more inclusive historical record. Our collections span equal rights and social justice, women's health and reproductive lives, gender and sexuality, Radcliffe College, culinary history, and family papers. The Technical Services

department plays a central role in the Library's mission by enabling the discovery, use and management of archival, published, and born-digital collections through accessioning, processing, arrangement and description, metadata creation, and collection management.

We seek an Archivist who is passionate about archival processing and its crucial role in fostering discovery and accessibility; who is committed to equitable representation and inclusive description; and who brings an interest in and facility with both analog and born-digital materials. Reporting to the Lead Processing Archivist, they will work as part of an inclusive team, participating in and contributing to the evolution of a program of thoughtful, flexible, user-centered archival and born-digital processing. The Archivist processes diverse archival collections, arranging and describing materials according to national standards and best practices; highlighting materials for researchers; and providing widespread public access to collections. This is an opportunity for a critical thinker to join an experienced team of archivists and catalogers who are working collectively to evaluate and improve our practices while reaffirming our existing strengths.

Job-Specific Responsibilities:

- Appraises, arranges, describes, preserves, and catalogs archival collections in both analog and digital formats. This includes evaluating their research value, creating a processing plan, and ensuring projects are completed in a timely fashion.
- Determines appropriate levels of arrangement and description, using a range of innovative and user-centered approaches to ensure flexible and efficient processing.
- Creates DACS-compliant archival descriptions, including catalog records and finding aids, following national standards and Schlesinger Library procedures, and applying best practices for inclusive and reparative description.
- May undertake additional activities such as photograph cataloging, web archiving, metadata remediation for digitization, outreach and instruction, and exhibit work.
- Covers regular shifts at the Schlesinger Library reference desk.
- May supervise student assistants and interns, including hiring, training, planning and assigning work, assessing performance, addressing performance issues, and resolving problems.
- Monitors current developments, trends, and best practices in the archival profession.
- Fosters collaborative relationships within the department, Schlesinger Library, Radcliffe, and across Harvard Library as appropriate. May represent the department in various collaborative projects and programs within the greater Harvard Library system and beyond.

Working Conditions:

Work conditions involve a climate-controlled, indoor environment with specific temperature and humidity levels to preserve materials. The archivist may encounter dust and mold, necessitating the use of personal protective equipment like masks and gloves. Limited natural light is typical in the workspace, and frequent use of computers and other digital tools is required.

Physical Requirements:

The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- The physical demands of this position include lifting and carrying boxes up to 40 pounds, managing cartloads of material weighing up to 240 pounds, frequent standing, walking, climbing ladders, and bending to retrieve or reshelve collections.
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- Manual dexterity is required to handle delicate archival materials carefully.
- Prolonged periods of examining documents under magnification and repetitive data entry tasks are also common.

Qualifications

Basic Qualifications:

- ALA-accredited MLS (Master's in Library Science) with a concentration in archives management, or an MA in history or a related field.
- Two or more years of experience processing archival materials in various formats.

Successful candidates will demonstrate:

- Knowledge of national data content and structure standards related to archival control of collection materials (e.g., DACS, EAD, MARC, LCSH, AAT).
- Knowledge of archival and library management systems, and proficiency with computer technology (e.g. word processing, spreadsheets, databases, XML).
- Proven experience processing born digital collections and materials.
- Ability to manage multiple priorities and work productively both independently and collaboratively in a collegial, team-based environment.
- Flexibility, innovation, and user focus in their approaches to archival processing.
- Familiarity with or interest in current approaches and best practices in inclusive and reparative archival description.

Additional Qualifications and Skills:

- Strong written and verbal communication skills, along with critical thinking and listening abilities.
- Commitment to fostering a diverse and inclusive workplace, with the ability to work effectively with a diverse faculty, staff, and student population.
- Proficiency in one or more foreign languages, particularly Spanish or Chinese preferred.
- Interest in contemporary U.S. women's history.

Additional Information

- **Standard Hours/Schedule:** 35 hours per week
- **Visa Sponsorship Information:** Harvard University is unable to provide visa sponsorship for this position
- **Pre-Employment Screening:** Identity, Education, Employment
- **Other Information:**

This description is intended to provide a clear, accurate, yet concise statement of the primary work elements, and to organize the information in a standardized format. It is not intended to describe all the essential responsibilities and duties for this position, nor should it serve as the sole criteria for personnel decisions and actions. This description is neither an employment agreement nor an expressed or implied employment contract, and the Radcliffe Institute for Advanced Study may modify it at any time.

#LI-SS2

Work Format Details

This position has been determined by school or unit leaders that some of the duties and responsibilities can be effectively performed at a non-Harvard location. The work schedule and location will be set by the department at its discretion and based upon operational needs. When not working at a Harvard or Harvard-designated location, employees in hybrid

positions must work in a Harvard registered state in compliance with the University's Policy on [Employment Outside of Massachusetts](#). Additional details will be discussed during the interview process. Certain visa types and funding sources may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

Salary Grade and Ranges

This position is salary grade level 056. Please visit [Harvard's Salary Ranges](#) to view the corresponding salary range and related information.

Benefits

Harvard offers a comprehensive benefits package that is designed to support a healthy work-life balance and your physical, mental and financial wellbeing. Because here, you are what matters. Our benefits include, but are not limited to:

- Generous paid time off including parental leave
- Medical, dental, and vision health insurance coverage starting on day one
- Retirement plans with university contributions
- Wellbeing and mental health resources
- Support for families and caregivers
- Professional development opportunities including tuition assistance and reimbursement
- Commuter benefits, discounts and campus perks

Learn more about these and additional benefits on our [Benefits & Wellbeing Page](#).

EEO/Non-Discrimination Commitment Statement

Harvard University is committed to [equal opportunity](#) and [non-discrimination](#). We seek talent from all parts of society and the world, and we strive to ensure everyone at Harvard thrives. Our differences help our community advance Harvard's academic purposes.

Harvard has an [equal employment opportunity policy](#) that outlines our commitment to prohibiting discrimination on the basis of race, ethnicity, color, national origin, sex, sexual orientation, gender identity, veteran status, religion, disability, or any other characteristic protected by law or identified in the university's [non-discrimination policy](#). Harvard's [equal employment opportunity policy](#) and [non-discrimination policy](#) help all community members participate fully in work and campus life free from harassment and discrimination.

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