

BENNETT COLLEGE

Job Posting

Title: Archivist, Digital Project

Date of Posting: 10/22/09

Department: Library

Reports To: Director of Library Services

Job Code: 09-1022BJW

Closing Date: Until Filled

GENERAL SUMMARY:

Reporting to the Director of Library Services, Bennett College for Women is seeking an energetic Digital Project Archivist to assist in the coordination of an exciting new three-year digitization grant funded by the Institute of Museum and Library Services. Primary focus will be on assessing, arranging, describing, selecting and preparing archival collections for digital preservation and access

ESSENTIAL JOB FUNCTIONS:

- Catalog (arrange, describe) and process archival materials according the national standards of the Society of American Archivist.
- Produce finding aids using EAD (Encoded Archival Description).
- Manages digital production operation to include creating metadata using Dublin Core and scanning archival materials.
- Coordinates the development of an integrates digital assets (images and metadata) into CONTENTdm digital collection management software.
- Communicated regularly with IT staff to support and manage technical aspects of the digital collection in CONTENTdm.
- Assists in the preparation of project reports to both internal and external constituents.
- Assists in project communication and marketing activities to include writing copy for promotional materials.
- Create/maintains documentation of policies and procedures.
- Maintains and disseminates project schedules and other activities.
- Participates in digital imaging training to continue assist core project staff on digital imaging tools and techniques.
- Assist web design staff in the development of digital collection web portal to include writing textual content and design.
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of records management principles and practices
- Knowledge of digital archival
- Knowledge of the technologies and automation techniques used
- Skills in EAD, Dublin Core and other structure standards relevant to the archival control of digital collections
- Skills in use of desktop publishing applications, such as MS Excel, Publisher, Word, and other routinely used software
- Ability to communicate effectively orally and in writing.
- Strong interpersonal and communication skills and the ability to work within a diverse community
- Ability to work independently

EDUCATION AND EXPERIENCE:

- Master's degree from an ALA-accredited program for library and information science and/or
- Master's degree in history or related discipline
- Minimum of two years professional archival or digital project management experience
- Demonstrated professional accomplishment.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, salary history (on separate sheet), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 09-1022BJW**

If available, please submit unofficial transcripts. Official transcripts are required if an offer of employment is made.

You can send your information one of three ways:

Mail to: Human Resources, Bennett College for Women, 900 East Washington Street, Greensboro, NC 27401

Email to: hr@bennett.edu

Fax to: 336-517-2103

Resumes received without the job code and salary history will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer