



JESUIT[®] ARCHIVES & RESEARCH CENTER

Records Manager

The Jesuit Archives & Research Center (JARC) houses the collective memory of the administrative provinces and the governing body of the Society of Jesus in the United States. The Society of Jesus mandates and supports record keeping and the maintenance of archives to provide a window into the origins, development, spirit, and charism of the order and its members throughout the world. The organization strives to fulfill its mission as a repository of record.

Job summary

The position of Records Manager (RM) is a newly created staff position at JARC. The RM will work as part of our team to maintain records from the order and will serve as a resource for administrative offices, religious superiors, and individual Jesuits. The selected candidate will have experience as a records manager and will play a critical role in defining workflows and policies of the position.

Reporting to the Director of the Jesuit Archives & Research Center, the RM will serve as the primary point of contact for the ongoing assessment, design, maintenance and evaluation of records and the records management program. The RM will possess strong skills at project management and administration of records and management programs, including development, implementation, and long-term responsibilities. The RM will create and maintain security and access controls, retention schedules and classification plans, and will develop action tracking, workflows, and business processes. The RM will possess comprehensive subject-matter expertise in records and information management, to include hardcopy and electronic records management, email management, data indexing, data migration, archiving and disposition, and electronic systems management. The RM will revise when necessary the national policies and procedures for records management. Although the position will be based in St. Louis, it will require a significant amount of travel in the United States, particularly in the first two years.

Primary Duties and Responsibilities

- Accepts, organizes, and coordinates transfer of artifacts, electronic records (including email), microfilm, and print records to JARC
- Prepares materials, as much as possible, before arrival at JARC
- Advocates for types of materials saved at JARC
- Conduct inventory audits as needed
- Create and maintain file naming conventions

- Supervises the ongoing collection of artifacts, electronic records (including email), microfilm, and print records to JARC
- Work with administrative offices, religious superiors, and individual Jesuits to discuss common records management matters
- Develop continuous quality improvement initiatives and ensure their implementation
- Provide advice and guidance on a wide range and variety of moderately complex records management matters
- Develops and implements training materials for staff regarding the records management systems and the programs
- Other duties and special projects as assigned

Required Experience and Skills

- 1-2 years of professional experience with records management
- Experience with records management systems
- Knowledge of common file classification conventions, including, but not limited to, alphabetic, numeric, geographic, and subject-based filing systems
- Experience with basic document and artifact preservation techniques
- Develop relationships with constituents as appropriate to accomplish objectives
- A basic understanding of archival appraisal and collection development
- Training development and presentation skills
- Demonstrated knowledge of and interest in American Catholic history
- Excellent communication and interpersonal skills
- Ability to establish priorities and work creatively in a rapidly changing, complex environment
- Ability to work independently, communicate effectively, and work collectively as a team
- Ability to ascend and descend industrial ladders
- Ability to lift and move 40 pounds

Preferred Experience and Skills

- Master's Degree in Library Science, with a concentration in records management, from an ALA accredited institution
- Experience with Jesuit collections or collections of other religious orders
- Knowledge of or experience with digital preservation and curation practices

Minimum Education Requirement

- Bachelor's Degree or higher or equivalent combination of education and experience

Please send cover letter and resume with three professional references to Mr. Jacob Klusman at jarcadmin@jesuits.org. The deadline to receive applications is November 3, 2019.

The salary range starts at \$40,000 and full benefits include health and dental insurance, short-term and long-term disability insurance, life insurance, retirement plan, and worker's compensation.