



# JESUIT<sup>®</sup> ARCHIVES & RESEARCH CENTER

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## **Digital Archivist**

The Society of Jesus (Jesuits) 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 Jesuit Archives & Research Center (JARC) serves as a repository of record and houses the collective memory of administrative province offices and the administrative office for the governing body of the Society of Jesus in the United States.

## **Job Summary**

The position of Digital Archivist is a newly created staff position at JARC. Reporting to the Director of JARC, the new hire will join a team in accessioning, acquiring, describing, processing, preserving, and providing access to records in its archival collections. In developing a digital program, the archivist will create policies and procedures to assist in the management of born-digital records and digitized records for JARC. The new staff member will thus serve as a resource for the archives, patrons, administrative offices, religious superiors, and individual Jesuits.

The archivist will possess comprehensive subject-matter expertise in digital archives and strong skills at project management and administration of records and management programs, including development, implementation, and long-term responsibilities. The new hire will create and maintain security and access controls, retention schedules, and classification plans, and will develop action tracking, workflows, and business processes.

## **Duties and Responsibilities**

- Manages the lifecycle of born-digital and digitized records by creating, documenting, and implementing workflows for transferring, describing, processing, preserving, and providing access to these materials.
- Provides guidance to curators and owners on the preservation and transfer of born-digital and digitized materials, and develops procedures for arranging and describing them.
- Analyzes born-digital content for the presence of personally identifiable information and other confidential and sensitive information.
- Cross-trains members of the team at JARC on workflows relating to born-digital and digitized materials, including digital archives management and digital preservation.
- Collaborates with the team at JARC on accessioning and processing collections, and the development of processing guidelines and best practices.
- Works with IT Directors in administrative offices to ingest born-digital and digitized materials into archives-controlled preservation storage; collaborates with them to develop a repository for preserving and managing born-digital materials; and advises on software and hardware issues related to digital tools.
- In partnership with the Records Manager at JARC, communicates with administrative offices, religious superiors, and individual Jesuits to transfer born-digital and digitized materials of enduring value in digital form to the custody of JARC and creates accession records for the materials.
- Complete other duties and special projects as assigned.

## Required Experience and Skills

- Master's Degree in Library Science from an ALA-accredited institution or a related advanced degree
- Three years' professional experience as an archivist in an increasingly-responsible position in the management, digitization, and preservation of born-digital and digitized materials
- Knowledge of strategies developed or adopted by the archival community for managing born-digital and digitized archival materials
- Experience in performing digital archives tool-related software installation, updates, and staff training
- Experience with tools and software to capture, manage, and deliver born-digital and digitized records
- Experience transferring content from legacy media such as hard drives, flash drives, floppy disks, servers, and zip disks
- Experience accessioning or processing archival materials
- Familiarity with methodologies and the development of workflows associated with MPLP and Accessioning-As-Processing
- Knowledge of relevant standards for archival description and preservation, including DACS, EAD, EAC-CPF, PREMIS, and familiarity with other metadata standards
- Experience with archival collections management tools such as Archivists' Toolkit and ArchivesSpace
- Skills with tools, workflow implementation, and quality assurance for digital archives
- Demonstrated ability to be flexible, to tolerate ambiguity, to adapt to change, and successfully work in a dynamic environment
- Excellent communication and interpersonal skills
- Experience and comfort working in groups
- 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

We welcome applicants from diverse backgrounds. Familiarity with Roman Catholicism, Society of Jesus, or other religious orders is preferred. The salary range starts at \$48,000, and full benefits include health and dental insurance, short-term and long-term disability insurance, life insurance, retirement plan, and worker's compensation.

Please send cover letter and résumé with three professional references to Mr. Jacob Klusman at [jarcadmin@jesuits.org](mailto:jarcadmin@jesuits.org). The deadline to receive applications is April 19, 2021.