



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

---

## **Records Manager**

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 Records Manager (RM) works as part of our team to maintain records of the Jesuits and serves 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 establishing workflows and policies of the position.

Reporting to the Director of the Jesuit Archives & Research Center, the RM serves 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 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, often in collaboration with the Digital Archivist. 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, microfilm, and print records to JARC.
- Collaborates with IT Directors and other staff in administrative offices in partnership with the Digital Archivist at JARC to ingest born-digital and digitized materials (including emails) into archives-controlled preservation storage.
- 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**

- Bachelor's Degree or higher or equivalent combination of education or experience
- 2-4 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
- 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 collectives 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

To ensure their access to Jesuit offices and residences, the successful candidate must be fully vaccinated and boosted against COVID-19 and willing to receive boosters as needed. We welcome applicants from diverse backgrounds. Familiarity with Roman Catholicism, the Society of Jesus, or other religious orders is preferred. The salary range starts at \$45,000, 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 a cover letter and résumé with three professional references as attachments on an email with the subject line "Application – Records Manager" to Ms. Marilyn Muegge at [jarcadmin@jesuits.org](mailto:jarcadmin@jesuits.org). The deadline to receive applications is 5 P.M. on September 12<sup>th</sup>, 2022.