



JESUIT[®] ARCHIVES & RESEARCH CENTER

Archival Assistant/Assistant 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.

Position Description

Reporting to the Director of JARC, this hire will join a team in accessioning, acquiring, describing, processing, preserving, and providing access to records in its archival collections.

Duties and Responsibilities

- Inventory and rehouse legacy collections within the Archives.
- Arrange and describe collections and produce DACS compliant finding aids.
- Update legacy finding aids to comply with best practices and national standards.
- Perform digitization tasks, including imaging and metadata creation.
- Staff the archives reference desk in the reading room, respond to research queries as needed, and enter patron statistics into database.
- Advise and assist patrons in the use of archival and library materials in research activities.
- Promote collections through various other outreach activities.
- Maintain professional knowledge base and skills through continued education and/or research; may represent Jesuit Archives at conferences and meetings.
- Perform other duties and special projects as assigned.
- Adhere to all policies and procedures as set forth in the employee handbook.

Required Experience and Skills: *Archival Assistant*

- Bachelor's Degree.
- A basic understanding of archival appraisal and collection development.
- Demonstrated interest in the arrangement and description of personal papers, organizational records, and special collections.
- Excellent communication and interpersonal skills.
- Ability to work creatively in a rapidly changing complex environment and to set priorities.
- Ability to work independently, communicate effectively, and work in a team.
- Ability to ascend and descend industrial ladders.
- Ability to lift and move 40 pounds.

Additional Experience and Skills: *Archival Assistant*

- Demonstrated knowledge of or interest in descriptive, metadata, and encoding standards, such as DACS, EAD, Dublin Core, AACR2, and RDA, as well as controlled vocabularies, such as LCSH and AAT.
- Basic experience with archival collection management systems, such as ArchivesSpace.
- Basic experience with content management systems, such as Omeka and Wordpress.
- Basic experience with basic document and artifact preservation techniques.
- Basic experience providing reference services.
- Demonstrated knowledge of or interest in American Catholic history.

For the role of *Assistant Archivist*, the qualified candidate possesses all the above skills and experience, as well as the following required skills and experience:

- An ALA-accredited Master of Library Science or similar degree.
- A minimum of two years' experience in a professional position doing processing work or providing reference services.
- Extended experience with collection management systems, content management systems, preservation techniques, and reference services.

Additional Skills and Experience: *Assistant Archivist*

- Second Master's degree in a related field, such as American history or theology.
- Experience with Jesuit collections, or collections of other religious orders.
- Extended knowledge of or experience with digital preservation and curation practices.
- Reading fluency of Latin, German, French, or other Romance Language.

We welcome applicants from diverse backgrounds. The salary range for the position of *Archival Assistant* starts at \$47,000. For candidates meeting the qualifications outlined under the title of *Assistant Archivist*, the salary range starts at \$50,000. 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 – Archival Assistant" or "Application – Assistant Archivist" based on your qualifications to Ms. Marilyn Muegge at jarcadmin@jesuits.org. The deadline to receive applications is 5 P.M. on August 14, 2023.