**Xavier University of Louisiana, 1 Drexel Dr., New Orleans, LA., 70125**

**Position Title**: Processing Archivist

**Department:** University Main Library, Archives & Special Collections

**Job Summary**

Xavier University of Louisiana, a Catholic and Historically Black University, seeks a Processing Archivist for the arrangement and description of archival materials. The incumbent will work in-person full-time and report to the Archivist & Digital Preservation Librarian. The Processing Archivist assists in the implementation of EAD and archival management software; participates in projects to revise, edit, correct, and digitally publish legacy finding aids; assists in accessioning archival acquisitions both in print and digital; and creates metadata for both ArchivesSpace and the XULA Digital Archives via CONTENTdm. They also provide public services at Special Collections service points.

Archival collections include a wide array of materials and formats including archival records, personal papers, photographic and other pictorial materials, maps and architectural drawings, audiovisual and born-digital materials, and artifacts. A successful candidate will have knowledge of archival theory, practice, standards, and best practices; experience creating EAD finding aids; awareness of information technologies appropriate to the Archives; willingness and ability to research and apply innovative technologies; strong commitment to technical services in support of public services.

The Processing/Project Archivist will participate in division and department meetings, and lead or support collaborations within and beyond the library to further the goals of the Archives and the broader department. The XULA Archives employs many student workers in a variety of supporting roles; the Processing Archivist will hire, train, and supervise student library employees, and may also train and supervise project staff. AA/EOE

**Job Responsibilities (Distribution Time)**

***Processing Collections (50%)***

* Performs preliminary and full processing of manuscript and archives collections; research historical and biographical information relevant to the collection; and creates finding aids and MARC catalog records utilizing knowledge of standards including Describing Archives: A Content Standard (DACS), EAD, MARC, LCSH, LCNAF, and other appropriate thesauri & authority lists used for indexing archival descriptions.
* Identifies and carries out rehousing and preservation treatments as needed.
* Works with the Digital Preservation Librarian to create metadata and publish manuscript and archives collections on-line via CONTENTdm. Assists in the accessioning of archival acquisitions both in print and digital.
* Assists in the implementation and use of archival management software; encodes finding aids in EAD; and participates in projects to revise, edit, correct, and digitally publish finding aids.
* Performs advanced-level reference work to assist researchers in identifying and using Special Collections and other library materials.
* Interprets and enforces library policies for the security and administration of the collections.
* Works closely with the Archivist to establish and maintain intellectual and physical control of the University Library’s collections in accordance with best practices and accreditation standards.
* Ensures proper housing (and re-housing when necessary) for archival collections in accordance with archives best practices.
* Utilizes ALMA/Primo and the archivist information management system to retrieve and query collections information.
* Manages storage areas for safety, organization, cleanliness, and accessibility.
* Manages physical access and storage of archival materials. Including inventory, re-housing, and physical re-organization.

***Mentoring and Instruction (25%)***

* Supervises students and volunteers in support of the XULA Archives & Special Collections Department objectives.
* Provides public access to the collections by responding to requests from the public, staff, and other institutions for information.
* Assist with educational programming, the core curriculum, and integrative pedagogy by filling requests for research material or facsimiles of collection documents.

***Service and Scholarship (25%)***

* Serves on Library and University Committees.
* Demonstrates a commitment to professional development through scholarly research and publication, presentations, and participation in national professional associations.

**Minimum Qualifications**

***Knowledge, Skills, and Abilities (Minimum Qualifications):***

* Master of Library and Information Science (MLIS) from an ALA-accredited program is required, with a concentration in archival studies or management (equivalent work experience may substitute for concentration).
* Minimum of two years of experience arranging and describing archival collections.
* Experience creating EAD finding aids.
* Demonstrated knowledge of archival procedures, collections records management with the ability to work with computerized collections, management systems and object handling.
* Knowledge of preventative conservation techniques and best practice standards.
* Knowledge and experience with archival management software.
* Ability to write and speak English proficiently.
* Commitment to working successfully with a diverse student population; and
* Commitment to the mission of Xavier University of Louisiana.

**Preferred Qualifications**

***PREFERRED QUALIFICATIONS:***

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**Special Requirements Summary**

Work Hours: Full-Time

Salary Range: $55,000-$70,000

Posting Number: F130P

Number of Vacancies: 1

Desired Start Date: 08/01/2024

Posting Date: 01/26/2024

Open Until Filled: Yes

**Special Instructions to Applicants**

**How To Apply-Required Documentation:**

Qualified candidates are invited to apply using Xavier’s online application site by logging in to https://jobs.xula.edu. Please submit the following materials: (1) A cover letter emphasizing their qualifications for all the indicated responsibilities for the position, (2) A comprehensive CV, (3) Research statement (4) Transcript; and (5) Contact information for at least three (3) references who can provide letters of recommendation. Questions about the position should be directed to the committee Chair, Dr. Vincent Barraza ([vbarraza@xula.edu](mailto:vbarraza@xula.edu)).

**Quicklink for Posting:** https://jobs.xula.edu/postings/2969

***About Xavier***

Founded in 1925 by Saint Katharine Drexel and the Sisters of the Blessed Sacrament, Xavier University of Louisiana is the only Catholic Historically Black College and University (HBCU). Located in New Orleans, the ultimate purpose of the University is to contribute to the promotion of a more just and humane society by preparing its students to assume roles of leadership and service in a global society. Xavier University of Louisiana’s current enrollment is 3,419. Of these, 2,693 are undergraduates and 205 are graduate students enrolled in Masters and Doctoral programs in the College of Arts and Sciences. In addition, there are 518 students enrolled in the College of Pharmacy, which offers the Master of Health Science in Physician Assistant Studies, the Master of Science in Pharmaceutical Sciences, and the Doctor of Pharmacy. Xavier’s student body is 80% African American, with approximately 37% from Louisiana, primarily from the New Orleans area. The balance comes from 42 other states, the District of Columbia, the Virgin Islands, and several countries.