Digital Archivist

The Hesburgh Libraries of Notre Dame seeks an innovative Digital Archivist to assist in developing a sustainable program for long-term stewardship of the University’s electronic records. The Digital Archivist is a non-tenure track member of the Library Faculty.

The successful candidate will be committed to providing excellent support to University administrators, faculty, and campus stakeholders by creating policies, procedures, and guidelines as well as integrative workflows for productive and efficient management of born-digital University records. The Digital Archivist will work with other archivists, librarians, records managers, the Office of General Counsel, the Office of Information Technology (OIT) and university stakeholders to assist in developing ongoing digital curation strategies that are aligned with legal and administrative requirements, institutional policies, and international and national best practices and standards for recordkeeping in a digital environment.

Responsibilities:
Under the supervision of the Head of University Archives and in team-based collaboration with library faculty and staff, including archives staff, the successful candidate will:

- Develop policies, guidelines, and integrative workflows relating to the appraisal, ingest, and arrangement and description of born-digital University records.
- Consult with University offices to determine electronic records management needs, ensure compliance with requisite laws and institutional policies, and coordinate the transfer of born-digital records to the University Archives.
- Review submission agreements, develop records retention and destruction schedules associated with the lifecycle management of electronic records and assist with associated born-digital accessioning workflows for efficient electronic records transfer.
- Develop appraisal criteria and processing plans relating to legacy born-digital University records which encompass a wide array of media carriers including data tapes, floppy disks, CDs and hard drives.
- Assist with outreach and training initiatives including the development of onsite workshops and online tutorials and toolkits in order to raise awareness and provide guidance on electronic records management to a variety of library and campus stakeholders.
- Initiate and manage a Web archiving program on behalf of content within University Archives’ purview.

Qualifications:

- An ALA-accredited MLS/MLIS or a Masters in Information Science, Archival Science, or related field.
- Knowledge of archives and records management theory and practice with a special focus
on the creation and management of functional records retention schedules.

- Demonstrated experience managing and preserving electronic records or curating born-digital content in the context of a University Archives or academic library setting.
- Understanding of developing appraisal criteria and guidelines as well as a selection framework and strategies that ensure the preservation of records of permanent administrative value and enduring historical assets in the context of sustainable resource levels.
- Knowledge of digital preservation theory, best practices, and technologies for managing digitized and born-digital materials including, but not limited to, text files, audio-visual materials, photographs, datasets, email, websites, and personal digital archiving.
- Demonstrated knowledge of metadata content, structure, and preservation standards including DACS, EAD, MARC, METS, MODS, and PREMIS.
- Familiarity with tools and workflows supporting the management of born-digital records including digital preservation systems, electronic records management systems, and data curation tools.
- Superior written and verbal communication skills; excellent analytical, critical thinking and problem-solving skills; excellent interpersonal skills and experience working collaboratively with varied groups within a complex organization and team environment.
- Great attention to detail; demonstrated ability to manage time and complete projects in a timely manner.

**Preferred qualifications:**

- Records management and/or digital archives certification.
- Knowledge of data storage methods, rights management, and information security issues relating to preserving and providing access to electronic records in a networked environment.
- An understanding of the use of digital forensics and data analysis tools such as BitCurator to facilitate “dynamic arrangement and description” into processing workflows.
- Experience with harvesting and preserving web materials, with or without working with a web archiving service provider (e.g. Archive-IT).
- Familiarity with linked data and the Semantic Web.

**Salary and Benefits:**
Appointment salary and rank are competitive, commensurate with experience and qualifications. The Digital Archivist is a non-tenure track member of the Library Faculty. The University offers an excellent benefit and annual vacation package.

**Environment:**
The University of Notre Dame is a highly selective national Catholic teaching and research university in northern Indiana about ninety miles from Chicago. Approximately 8,200 undergraduates and 3,100 graduate students pursue a broad range of studies. For more information about the University of Notre Dame, please visit the University of Notre Dame homepage at http://nd.edu/. The Hesburgh Libraries (http://library.nd.edu) holds about 3.5 million volumes and provide access to more than 23,000 serials. The Libraries have 141 staff and 57 librarians. The Libraries are a member of the Academic Libraries of Indiana (ALI), ARL, NERL and other consortia. The University of Notre Dame is an Equal Opportunity/Affirmative Action Employer strongly committed to diversity. We value qualified candidates who can bring a
variety of backgrounds to our community.

**Further details & application instructions:**
This position posting and application instructions can be found on the Interfolio website:  [https://apply.interfolio.com/42791](https://apply.interfolio.com/42791)

*Review of applications will begin on August 28, 2017, and will continue until the position is filled.*

This position posting and additional information about Hesburgh Libraries can be found on the Libraries’ website:  [http://www.library.nd.edu/about/employment/](http://www.library.nd.edu/about/employment/)

For additional information about working at the University of Notre Dame and various benefits available to employees, please visit [http://hr.nd.edu/why-nd](http://hr.nd.edu/why-nd). The University of Notre Dame supports the needs of dual career couples and has a Dual Career Assistance Program ([http://hr.nd.edu/employment-opportunities/dualcareer/](http://hr.nd.edu/employment-opportunities/dualcareer/)) in place to assist relocating spouses and significant others with their job search.

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).