The Hesburgh Libraries of Notre Dame seek a creative and collaborative Lead Processing Archivist to oversee archival processing and description. The position will shape the way the Libraries arrange, describe, manage, provide access to, and facilitate discovery of rich archival and special collections across the departments of Rare Books & Special Collections and University Archives.

The successful candidate will be committed to providing excellent support to our researchers by directing the ongoing application of thoughtful archival arrangement and descriptive practices; creating policies, procedures, and workflows for productive and efficient processes; performing hands-on collections processing; ensuring sound archival approach in all arrangement and description work; and seeking out opportunities for innovation in all of these endeavors. This position will closely cooperate with archivists and curators to collaboratively produce collection descriptions.

**RESPONSIBILITIES:**
Under the general supervision of the Director of Specialized Collection Services and in close collaboration with the Heads of University Archives, Rare Books & Special Collections, and Resource Description and Discovery Services, the successful candidate:

- Oversees the arrangement and description program, including coordinating all archival arrangement and description work in the units by curators and archivists. Directs the work of staff and students with responsibilities for processing.
- Sets policy and best practices for processing and descriptive work, including developing processing plans in regard to backlog of collections. Develops program goals and metrics to evaluate work.
- Arranges and oversees arrangement of archival records in accordance with accepted archival standards. Describes and oversees description of archival collections according to archival content standards and publishes EAD-encoded finding aids on the web. Creates and is responsible for maintenance of documentation and policies for arrangement and description.
- Assists in implementing professional standards and best practices and setting priorities for collection management, processing, description, digitization, and discovery. Collaborates with curatorial, archival and resource description colleagues to ensure that descriptive tools and products are responsive to research needs and priorities as well as internal records policies.
Leads a collaborative effort to investigate, recommend and implement collection management tools for organizing and processing manuscript collections such as ArchivesSpace.

Works with the coordinators of stack maintenance to maintain location registers and shift archival material within collection spaces.

Collaborates with the Digital Collections Librarian to review and streamline existing strategies for publishing EAD finding aids and implementing them in other library discovery systems, including Primo.

Collaborates with colleagues in Conservation to ensure proper handling and housing methods for archival collections and the integration of good preservation assessment practice within the processing program. Identifies preservation needs and priorities for materials in all formats during processing work and consults with Conservators for recommendations on treatment.

This position may be tasked with leading teams or supervising others in regard to the above duties.

**QUALIFICATIONS:**

- An ALA-accredited MLS or equivalent archival degree or experience. Three or more years of professional experience in archival arrangement and description, preferably within an archives or special collections in an academic or research library.

- Demonstrated proficiency in archival theory and practice, especially accessioning, processing and description, including minimal and basic processing strategies.

- Demonstrated knowledge of current national data content and structure standards related to the archival control of collection materials and proficiency in the use and application of DACS, EAD, MARC, LCSH, LCNA; strong working knowledge of EAD and XML, including experience with XML schemas and the use of XML editors and the manipulation of metadata across systems and platforms.

- Demonstrated experience with processing collections that encompass multiple formats (textual, audiovisual, photographs, and born-digital materials).

- 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. Flexibility and the capacity to thrive in a rapidly changing environment. Great attention to detail; demonstrated ability to manage time and complete projects in a timely manner.

**Preferred qualifications:**

- Experience with ArchivesSpace and data migration projects.

- Knowledge of basic preservation and conservation issues as they relate to archival collections.

- Knowledge of rights administration and management issues for archival collections.
**Salary and Benefits:**
Appointment salary and rank are competitive, commensurate with experience and qualifications. The Lead Processing Archivist is a non-tenure track member of the Library Faculty. The University offers an excellent benefits 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) hold 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/41070](https://apply.interfolio.com/41070)

*Review of applications will begin on April 10, 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).