

Project Archivist Arizona State University Libraries

GENERAL INFORMATION: The University Libraries of the Arizona State University at the Tempe campus seeks a Project Archivist to assist five external archival repositories with encoding and submission of archival finding aids to *Arizona Archives Online* (AAO) <http://www.azarchivesonline.org/>, a digital library containing descriptions of archival collections in Arizona. Under the general direction of the Assistant Archivist for Records and Collections Management, the Project Archivist collaborates with archivists and librarians at other institutions to review and select archival finding aids for encoding, advise on data contents and data values needed to meet AAO and national standards, develop workflow, train external staff and selectively participate in EAD 2002 XML encoding and uploading to the AAO server. The work involves travel to repositories in Tucson and Phoenix, Arizona using university vehicles as well as substantial email and telephone communication. **This is a full time 1 year contract academic professional appointment with benefits. Appointment is contingent upon award of funding.**

THE UNIVERSITY: Located in the greater Phoenix metropolitan area, Arizona State University is one of the nation's preeminent public universities. It is a rapidly growing multi-campus public research university offering programs from the baccalaureate through the doctorate. Research centers such as ASU's Biodesign Institute and the Translational Genomics Research Institute (TGen) along with the numerous Phoenix area companies such as Google, Honeywell and Motorola contribute to the high technology base that enriches the ASU research environment.

THE UNIVERSITY LIBRARIES: The Arizona State University Libraries is a leader in innovative customer service and in the strength of its collections; it ranks in the top 40 research libraries in North America. The ASU Libraries include eight physical locations: the Library at the Downtown Phoenix campus, the Library at the Polytechnic campus, Fletcher Library at the West campus, and four libraries on the Tempe campus: Hayden Library, Noble Science and Engineering Library, Music Library, and Architecture and Environmental Design Library. In addition, the Ross-Blakeley Law Library serves the Sandra Day O'Connor College of Law. The libraries support over 60,000 full-time and part-time students and over 2,400 faculty. The Library's homepage can be accessed at <http://www.asu.edu/lib/>

RESPONSIBILITIES:

Visits with five Tucson and Phoenix area repositories to advise their staff in the selection of archival finding aids for encoding, and identification of data elements needed to make EAD 2002 compliant descriptions. Establishes a schedule and workflow for file encoding and uploading. Trains external staff in EAD 2002 file encoding and remote file loading with the goal of making these individuals as self sufficient as possible by the end of the

project. Creates and/or provides templates, written instructions and other resources to enable remote EAD 2002 file encoding and uploading. Communicates effectively by email, telephone and in person. Evaluates, validates and selectively edits EAD 2002 XML files in preparation for file uploading using software provided by ASU. Facilitates and selectively participates in EAD 2002 file uploading by remote external staff. Interacts with ASU Libraries Informatics and Cyberinfrastructure Services staff regarding system status and use of file uploading utilities. Participates in *Arizona Archives Online* outreach and promotional activities at Arizona conferences and events. Participates in departmental governance, professional development and service activities as described in the *Librarian's Handbook*. Performs other responsibilities as assigned.

QUALIFICATIONS:

Required:

- ALA-accredited MLS degree; (OR, Master's degree in History or a related discipline AND evidence of formal coursework in archival administration)
- Work experience in a manuscript repository or archive.
- Experience in processing and encoding archival or manuscript collections.
- Demonstrated knowledge of current library and archival descriptive and metadata standards (e.g. Describing Archives: A Content Standard (DACs), Encoded Archival Description 2002 (EAD 2002))

Preferred:

- Experience employing current library and archival descriptive and metadata standards (e.g. Describing Archives: A Content Standard (DACs), Encoded Archival Description 2002 (EAD 2002)).
- Demonstrated knowledge of Arizona or Southwestern History.
- Demonstrated effective interpersonal communication skills and evidence of ability to maintain effective work relationships with co-workers and external constituents.

SALARY AND BENEFITS: \$43,000 w/benefits

APPLICATION DEADLINE: Review of applications will begin June 1, 2008 and will continue the first of every month thereafter until the search is closed.

APPLICATION PROCEDURES: Application packet consists of a letter of interest, vita, and the names, addresses (including e-mail addresses if available), and the telephone numbers of three recent professional references. Application packet must specifically address educational background and work history as it pertains to each of the qualifications cited above. Packet must be e-mailed to Kurt Murphy, Associate University Librarian, kurt.murphy@asu.edu, and/or mailed to Kurt R. Murphy, Associate University Librarian; University Libraries, Arizona State University, Box 871006, Tempe, AZ 85287-1006.

OTHER INFORMATION: Hiring is contingent upon eligibility to work in the United States. A background check is required for employment. For more information regarding ASU and the Tempe campus visit our web site: <http://www.asu.edu/> and <http://www.asu.edu/tempe/> . For the Tempe and/or Phoenix area please visit <http://www.arizonaguide.com/home.asp> .

ASU is an EO/AA employer that actively seeks diversity among applicants and promotes a diverse workforce