



DIGITAL PROCESSING ARCHIVIST

Department: F. M. Johnson Archives and Special Collections

Reports To: Director of Archives

Position Summary:

The Digital Processing Archivist will manage existing digital collections, coordinate the creation of new digital collections, and assist in the processing of new accessions in all formats with a focus on born digital material.

This is part time position (15 hours per week) with flexible scheduling during normal working hours.

Essential Responsibilities:

- Manage digital collections and exhibits including image, text, and audio collections
- Coordinate the digitization of historical materials and associated metadata creation
- Develop standards and workflows for archival processes related to collections of digitized and born digital materials
- Coordinate arrangement and description of archival collections according to professional standards and current archival procedures and the MPLP approach
- Assist with fulfilling patron requests for archival material
- Prepare original collection descriptions in EAD using ArchivesSpace
- Assist with supervision of student workers in archives

Essential Qualifications:

- Bachelor's degree, MLIS with archival emphasis preferred
- Attention to detail and accuracy
- Demonstrated ability to work both independently and collaboratively
- Oral and written communications skills
- Ability and willingness to master evolving computer software and upgrade workflows as technology changes
- Experience with relevant technologies, standards, and practices such as Dublin Core, CONTENTdm, Microsoft Excel, EAD, DACS, and ArchivesSpace preferred
- Demonstrated knowledge of archival theory and practice preferred

- Ability to lift up to 50 lbs and push a full book cart
- Personal commitment to North Park's mission of Christian higher education

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.