



Digital Archivist for Records Management Institute Archives and Special Collections (IASC) *(Archivist I/II)*

The MIT Libraries are seeking an archivist who is passionate about preserving and creating long-term access to electronic records and digital archives. This newly created position will join the Libraries' digital archives program and increase capacity to related programmatic needs and address issues of records management. This position also allows for active experimentation and contribution to establishing best practices around digital materials for the broader professional community.

Reporting to the Digital Archivist and Program Head for Born-digital Archives, the Digital Archivist for Records Management will acquire and process historically and institutionally significant digital collections for the IASC. As part of the Archives Collections team, the Archivist will provide advice and training regarding digital records management and transfer, appraise hybrid and born-digital collections, use digital forensics tools and techniques to triage digital material, and preparation of digital objects for preservation. The Digital Archivist for Records Management will implement and manage the Web archiving program for the MIT Libraries, which is based in the IASC and focused on Institute-created material. They will also be the lead resource for digital records management issues and solutions.

As part of the IASC team, the Digital Archivist for Records Management will participate in reference and reading room service, mediating access to digital collections, coordinating on-demand digitization requests and programmatic reformatting, and providing advice and guidance on intellectual property issues of digital archives. Under the Born-digital Archives Program, they will conduct digital records studies and experiments in the Digital Sustainability Lab to assess, test, and improve workflows, processes, access and use of digital collections. Collaborations outside of IASC include coordinating with the Strategist for Institute Publications, the Digital Preservation program, and the Digital Collections and Reformatting Team as well as providing guidance and expertise to the Data Management Services Team, regarding scheduling and disposition for research data.

Some specific responsibilities include:

- Accessioning, processing, and describing hybrid and born-digital archival collections.
- Performing records management activities such as the transfer of digital records from Institute offices and systems and providing advice on digital records management, and preserving Institute websites.
- Working with administrative offices and departments to create and update records schedules.
- Providing expertise and advice on digital content management, records management, the Records Lifecycle, and how information moves from active to archival status.
- Performing technology monitoring for digital archives related tools, systems, and practice.
- Performing digital archives tool-related software installation, updates, and staff training.

The Digital Archivist for Records Management is expected to stay current with emerging standards and practice in the fields of digital records management and archives, including Web archives and the application of digital forensics tools and techniques. They will prioritize excellent service and responsiveness to community inquiries about digital archives work and transfer of digital records.

Professionals who enthusiastically embrace the empathy, courage, self-reflection and respect essential in a multicultural, diverse and inclusive workplace, and who strive to incorporate those values in public service work, research, and program development are encouraged to apply.

QUALIFICATIONS:

- MLIS or equivalent with graduate-level archives coursework or post-graduate digital archives or records management training coursework.
- Minimum 1 year of professional experience as a practicing archivist.
- Demonstrated knowledge of archival processing techniques for born-digital archives.
- Experience using archival content management systems and technologies applicable to an Archives.
- Experience with applying metadata standards and schema for descriptive, structural, and preservation metadata such as DACS, EAD, MARC, and PREMIS.
- Demonstrated skill with tools, workflow implementation, and quality assurance for digital archives.
- Ability to understand, use, and innovate with community and ISO standards in a unique context, including OAIS, PAIMAS, and related standards.
- Demonstrated knowledge of transfer and donor agreements in addition to rights management issues for personal digital archives and Institute records.
- Demonstrated knowledge of records management standards, records retention and disposition schedules, policy and technical issues related to digital records.
- Excellent interpersonal skills to collaborate and work effectively within and across organizational boundaries in a diverse organization and with a wide variety of users.
- Demonstrated ability to be flexible, tolerate ambiguity, adapt to change and successfully work in a fast-paced, dynamic environment.
- Strong organizational and analytical skills with proven success in independently prioritizing work and managing competing deadlines.

Preferred

- Familiarity with digitization and reformatting practices for archival material.
- Ability to create or modify scripts for processing digital archives.
- Experience working in an academic library environment.

SALARY AND BENEFITS: \$55,500 is minimum entry-level salary. Actual appointment level and salary will depend on qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings.

APPLICATION PROCESS: Apply online at: <http://careers.mit.edu/>. Applications must include cover letter and resume. Priority will be given to applications received by January 2, 2017; position open until filled. MIT is a welcoming community and workplace. We are strongly and actively committed to diversity and encourage applications from all qualified professionals. MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

The MIT Libraries are dedicated to advancing research, teaching, and learning at MIT and beyond. In addition to supporting every part of the Institute with distinctive collections, world-class service and expertise, and welcoming spaces, the Libraries seek to define the global research library of the future. We aim to play a leading role in advancing knowledge to solve global challenges by enhancing the discovery, use, collection, creation, management, dissemination, and preservation of information across disciplines. Library staff at all levels contribute to this mission and to a culture that values openness, inclusion, innovation, and community.