Saint Michael's College
Job Description

Job Title: College Archivist

Department: Library and Information Services

Supervisor or Manager: Director for Library and Information Services

Date Created: 03/24/05
Last Revised: 03/24/05
FLSA Status: E

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Archives budget is properly managed
- Programs and policies related to College archives, Society of Saint Edmund, and all Special Collections in LIS including rare books and manuscripts are developed, implemented, and administered
- Reference services for the department are provided
- Collections are accessioned, processed, and made available in the shortest possible time according to College, Society of Saint Edmund, and departmental policies, and in accordance with current archival standards
- Issues regarding the long-term preservation of collections are dealt with or brought to the attention of College and SSE administration as necessary

Essential Duties and Responsibilities:
- Supervises the department
- Answers simple reference questions promptly
- Monitors and manages budget for department
- Identifies, solicits, and approves additions to the collections
- Provides reference services, including answering simple and complex questions related to the collections, assisting patrons in use of materials, and overseeing use of materials
- Develops, implements, and administers all programs and policies of Saint Michael's College archives, Society of Saint Edmund archives, and all Special Collections in LIS including Rare Books, Manuscripts, and the SSE and SMC archives collections
- Advises college administration on the proper management of official college records and records of historical nature
- Advises Society of Saint Edmund staff and members on SSE Archives and records management
- Acquires materials for the College Archives from campus departments, alumni, and other interested parties
- Acquires materials for the Society of Saint Edmund Archives, including materials from SSE Generalate and SSE Apostolates
- Acquires materials for the Rare Book collection
- Acquires materials for the Manuscript collection
- Processes materials held in the department including arranging, describing, and performing basic preservation
- Ensures records of a confidential nature are managed appropriately
- Publicizes collections to Saint Michael's College community (including Alumni), Society of Saint Edmund, and the outside community
- Submits an annual report of departmental activities
- Participates on an Advisors Group led by the LIS Director and contributes to setting goals, developing new services, and evaluating library programs
- Participates in the library liaison program involving providing outreach to assigned academic departments/programs, instructing students at the request of faculty, developing the collection, monitoring book budget allocation, and offering individual consultations with faculty and students
- Keeps abreast of new developments and trends involving the areas of primary responsibilities
- Participates in LIS planning and policy making
- Collaborates with external organizations on projects involving collections
- Promotes the use of materials through formal and informal instruction of students and other interested parties
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- Communicates with patrons from the outside the community, representing the College and collections to outside constituents in a clear and effective manner
- Purchases materials and provides for services necessary for the running of the department and the long term care of collections within constraints of the budget
- Communicates policies, procedures, and projects to staff, students, and volunteers
- Monitors the physical plant continuously in order to identify changes and problems that could adversely affect the collections
- Problems are addressed as soon as possible with appropriate employees and with outside experts, if necessary
- Provides requested materials to patrons in accordance with patron’s needs and departmental policies without delay
- Works with patrons to answer complex reference questions and to facilitate patron research
- Provides requested materials to patrons in accordance with patron’s needs and departmental policies without delay
- Works effectively in a participatory management environment that emphasizes collaboration and working on teams
- Develops and updates departmental policies based on LIS, College, and Society of Saint Edmund aims

Secondary Responsibilities:
- Serves on LIS and College Committees
- Acts as the Co-Chair of the LIS Disaster Team
- Participates in appropriate professional development activities
- Demonstrates leadership in working with other LIS staff to meet the mission and goals of LIS
- Demonstrates strong problem solving skills

Positions Supervised:
- Student Assistants
- Two regular Volunteers

Major Contacts:
- Director of Community Relations
- Assistant to the President
- Administrative Assistant
- Director of Public Relations
- Director of Marketing
- Director of Publications
- Registrars Office
- Associate Director of Athletic Affairs
- Alumni Office
- Institutional Advancement
- Assistant to the Provost
- Supervisor of Faculty Secretaries
- Chairs of faculty committees
- Students
- Society of Saint Edmund Generalate personnel
- Society of Saint Edmund Apostolate personnel
- Members of the Society of Saint Edmund
- Alumni
- Children and other relatives of alumni
- The General Public

Demonstrates Excellence:
- Possesses extensive knowledge of and respect for archival standards, college policies and procedures, and the long range goals of LIS, the College, and the Society of Saint Edmund
- Communicates effectively and openly with the entire college community, including the college administration, faculty, support staff, students, and alumni
- Communicates effectively and openly with the Society of Saint Edmund personnel and members both in developing and interpreting policies and procedures
- Thrives in a collaborative environment that involves major stakeholders in planning, assessment, and decision-making.
- Comprehensive knowledge of College mission, curriculum, strategic plan, vision and goals.
- Comprehensive understanding of Library mission, strategic plan, vision and goals.
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- Comprehensive understanding of ALA, ACRL, and NEASC standards as they apply to libraries and to archives.
- Well organized and flexible, yet firm in interpreting departmental policies and procedures to the both donors and patrons
- Maintains excellent and up to date skills in achieving archival standards

**Education and Work Experience:**
- Advanced degree
- Demonstrated managerial/supervisory competence and experience, including budgeting
- Broad knowledge of, and experience with, basic library procedures, automated library systems, cataloging principles, and practices

**Analytic Skills:**
The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation is required.

**Language and Literacy Skills:**
- Reads and interprets a wide range of information
- Interprets documents to others
- Effectively writes reports and correspondence
- Is able to shift writing style as needed for different audiences
- Listens to questions and is able to respond and solve problems
- Speaks to individuals and small groups effectively

**Computer/Technology Skills:**

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Other (please specify):
- Proficient in cataloging with MARC format
- Use of Web authoring software, including Microsoft FrontPage, HTML and XML
- Familiarity with Encoded Archival Description

**Licenses, Certifications and Other Requirements:**
None required

**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of College Archivist, the employee is regularly required to sit or stand for extended periods of time. The employee must occasionally lift and/or move 26-50 pounds. Specific vision abilities required for this job include close vision, the ability to see colors, and the ability to adjust focus.
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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Tolerance of dust and mold
• Ability to work independently and with limited outside contact for extended periods and produce results
• The flexibility to follow an irregular schedule including nights and weekend hours
• Ability to present formal instruction to small and large groups
• Engagement with professional development is essential
• Emphasis on working collaboratively across campus
• Ability to interact effectively and professionally with students, faculty, staff, and the wider community
• Attendance at conferences and training programs may require overnight travel

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.