

**Data and Processing Archivist
Position #259
USC Libraries
University of Southern California**

POSITION SUMMARY

The University of Southern California (USC) Libraries is seeking an energetic, experienced archivist for a contract position. Reporting to the University Archivist and Manuscripts Librarian, the Data and Processing Archivist will be primarily responsible for the migration of legacy finding aids into Archivist's Toolkit following prescribed archival practices. The Data and Processing Archivist will also process archival collections, establish workflows to streamline archival processing, and manage student assistants.

THE UNIVERSITY OF SOUTHERN CALIFORNIA

Founded in 1879, USC is an international center of learning, enrolling more than 33,500 FTE undergraduate, graduate, and professional students on the University Park and the Health Sciences campuses and offering degrees through its College of Letters, Arts, and Sciences, Graduate School, and 17 professional schools. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages the pursuit of knowledge across academic and geographic boundaries. USC ranks in the top 10 among private research universities in the United States in federally funded research and in voluntary support. For more information, see <http://www.usc.edu>

USC LIBRARIES

The USC Libraries house, in the Doheny Memorial Library and fourteen specialized libraries, collections of over 4,000,000 volumes, more than 5,700,000 microforms, 3,100,000 graphic materials, and nearly 48,000 linear feet of manuscripts and archives. USC Libraries provides access to over 79,000 serials in print and electronic formats. In addition, the USC Digital Library ranks among the top 10% of academic repositories with 350,000 digital objects, 16 TB of data, and an annual growth rate of 6%. The USC Libraries organization comprises 190 staff and 62 librarians, with a budget of approximately \$40 million. Further information about USC Libraries is available at: <http://www.usc.edu/libraries>

SPECIAL COLLECTIONS

Special Collections provides access to and preserves archival, historic, and primary source materials in its main areas of strength: Los Angeles regional history; American literature; Lion Feuchtwanger and the German émigré experience; natural history; Iberian, Latin American, and U.S. Hispanics studies, and USC history and the university's intellectual life. The collections consist of over 150,000 volumes of rare

books, over 2.5 million photographs, and more than 400 archival collections. Additional information about the Special Collections is available at:

http://www.usc.edu/libraries/locations/special_collections/

RESPONSIBILITIES AND DUTIES

Reporting to the University Archivist and Manuscripts Librarian, the Data and Processing Archivist will evaluate, plan, test, and implement as directed migration of legacy finding aids into Archivists' Toolkit. In the course of this work, the Data and Processing Archivist will also be responsible for processing, arranging, and describing selected holdings from Special Collections' archives; maintaining archives databases; identifying the historical strengths and weaknesses in the holdings; and supervising student assistants. The Data and Processing Archivist may contribute to the development of the Digital Library by suggesting materials to the Digital Library's Selection Committee for consideration. Some weekend and evening hours may be required.

EXPERIENCE AND QUALIFICATIONS

Minimum qualifications: MLS from an ALA-accredited program or non-U.S. equivalent is typically required for a librarian appointment at USC; formal training in archival theory and practice or relevant professional archival experience; at least two years professional archival experience; experience processing and cataloging manuscript and archival collections; experience creating and maintaining online archival finding aids, including EAD encoding; experience converting legacy files to EAD XML format; working knowledge of XML; familiarity with Archivists' Toolkit; familiarity with DACS, MARC21 and LC cataloging standards; and working knowledge of data file formats and software, such as Microsoft Word, Excel and Access, and Filemaker Pro; and supervisory experience.

Desirable qualifications: More than two years professional archival experience; knowledge of metadata standards, such as Dublin Core, METS, EAD, and of digital asset management systems, such as Fedora and D-Space; experience creating, capturing, and processing images and documents in a variety of digital formats; and experience creating and/or maintaining documentation of policies and procedures.

APPOINTMENT RANK/SALARY

Librarian II (Contract) or Librarian III (Contract): Rank and salary commensurate with experience and qualifications. Librarians at USC have faculty status.

BENEFITS

This position is full-time on a 12-month contract. Benefits include a choice of retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance (for employees and eligible dependents).

APPLICATION PROCEDURE

Applications must be submitted via electronic mail. Candidates should submit a letter of application, full curriculum vitae (including telephone and e-mail address), and the names, addresses, telephone numbers, and e-mail addresses of at least six references to:

Nannette Edelman, Coordinator
libfacjobs@usc.edu
Subject: Search Committee #259
USC Libraries
University of Southern California

Closing date for applications: September 1, 2009

For more information about this position, contact Claude Zachary, Chair of the Search Committee, at czachary@usc.edu.

The University of Southern California values diversity and is committed to equal opportunity in employment.

USC is an EO/AA Employer.

Revised: 7/15/09