



JOB INFORMATION

<i>Job Code:</i>	141024
<i>Job Title:</i>	Archive Specialist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.; May oversee volunteers.
<i>Job Family:</i>	Library Services
<i>Job Family Group:</i>	Libraries
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Makes the archive collection(s) useful to a wide variety of faculty and researchers by organizing collections so that records of high historical and informational values are preserved and easily accessible. Provides specialized support to a unit in a school or university department to organize, process and catalog archival collections and create finding aids for selected collections in accordance with departmental guidelines and standards. Plans and carries out a variety of duties affiliated with archival and selective preservation of collection items including but not limited to receiving, arranging, cataloging, collection preservation, and finding aid development. Reports to archivist or library manager. May provide guidance and direction to student workers.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	Library Science

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	of directly related experience in the archives, museum or library fields.
	X	2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Knowledge of appraisal, processing, preservation and cataloging procedures.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Familiarity with processing, preservation, archives management protocols, and collections care.
X		Demonstrated excellent organizational, oral and written communication skills.
X		Demonstrated expertise working in a Windows-based environment.
X		Ability to work effectively and collegially with a diverse population of faculty, staff, and students.
X		Ability to work independently and in collaboration with others.
X		Ability to write clearly and concisely.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Participates in the cataloging, processing, preservation, digitization, and description of archived collection holdings. Receives, arranges and describes new and/or existing collections/materials. Adheres to best practices in the preservation and protection of archival materials.				
Plans and prepares materials for archiving and retrieves resources by following appropriate standards and guidelines. Assists in other project related work, as needed and assigned.				
Creates and/or maintains archival databases for unique projects/collections or sets of projects/collections using recognized and standard tools (e.g., Archivist's Toolkit, Adobe Bridge, InMagic, Excel, etc.).				
Identifies historical strengths and weaknesses in holdings, including research to contextualize holdings.				
Builds digital holdings through the selection of relevant publications, photographs, audit materials, or documents during processing.				
Provides support to faculty or staff for report preparation, data collection, and/or project tracking which may include expenditures, time, and/or other resources required to complete archiving of projects/collections.				
Attends staff meetings, conferences, or presentations and/or participates in committees and/or task forces as assigned. Makes presentations, as required.				
Liaises with faculty, staff, community leaders and relevant [historical] institutions to confirm and validate information, as needed.				
May provide guidance and direction to student assistants, volunteers, docents, or others affiliated with projects. Provides workplan(s), workflow, and prioritizes workload.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.