



UNIVERSITY OF
GEORGIA

UNIVERSITY LIBRARIES

Processing Archivist

The Processing Archivist is responsible to the Associate University Librarian for Special Collections Libraries and collaborates heavily with the University Archivist and Russell Library Head of Arrangement and Description. Responsibilities include maintaining policies and procedures for accessioning incoming collections; overseeing workflows for processing; collaborating with the other unit heads and processing assistants to develop processing plans and priorities; ensuring timely access to and discoverability of all archival collections. The Processing Archivist supervises one full-time classified staff position, graduate assistants, and student interns. This position also participates in reference activities by serving on the Special Collections Libraries Reference Desk and Reading Room Desk. Some evening and weekend work is required.

If you'd like to be a part of the University of Georgia Libraries, please consider applying at <https://www.ugajobsearch.com/postings/361436>



Salary and Benefits:

Minimum annual salary for this position begins at \$59,250. UGA librarians are non-tenured faculty members working on 12-month contracts.

UGA offers an attractive benefits program including a choice of health and retirement plans, dental plan, vision plan, tuition remission, paid relocation, 21 days annual leave, 12 days sick leave, and 13 paid holidays.

Processing Archivist

Duties and Responsibilities:

- Oversees and participates in accessioning, processing, and preserving archival materials in all formats according to departmental and national standards in collaboration with the University Archivist, Russell Library Head of Arrangement and Description, Media Archive, and Digital Archivist. Participates in the development of policies and procedures for accessioning incoming collections including coordinating donor and UGA Foundation paperwork.
- Oversees the creation and updating of accession and resource records in ArchivesSpace and uploading records to the public finding aids portal; and collaborates with the Cataloging Department to ensure accurate collection level MARC records that link to the appropriate finding aids, audiovisual inventories, and digitized collections. Ensures that incoming collections are processed and available for public use in a timely manner.
- Supervises one full-time classified staff positions, graduate assistants, and student interns by training, developing, and mentoring staff through effective communication, promotion of continuing education opportunities, and a collaborative work environment.
- Participates in the acquisition of collections including communicating with donors and packing and transferring materials.
- Provides reference service to the University community and the general public by participating in staffing the public service desk and reading room.
- Contributes to the mission of the Special Collections Libraries, and the UGA Libraries as a whole, by actively participating in the development and evaluation of departmental policies and services, serving on appropriate departmental and Libraries' committees, and maintaining an awareness of changes in the organization and the university community.
- Participates in library-wide communication by reading, responding to, and initiating information transmitted via the Libraries' listserv and appropriate library-wide or departmental meetings
- and asking questions, seeking clarification, or initiating discussion on library issues.
- Develops and maintains professional skills by participating in continuing education and professional development activities such as conferences, workshops, and committee work; by conducting research or writing for publication; or by engaging in other creative and learning activities.
- Maintains flexibility and awareness of changes in department by assuming other duties and



Minimum Qualifications:

An ALA-accredited master's degree in librarianship/information science or foreign equivalent, or a master's degree in a subject area related to archival work.

Physical Demands:

Packs, lifts, and unloads boxes of archival materials that weigh approximately 30-40 lbs. Works with materials that may include dust, book mold, or other related contaminants.

Processing Archivist

Candidates will be considered at the rank of Librarian I, II, III, or IV.

- To be considered at the level of Librarian/Archivist II, candidates must have 2 years of professional experience after completion of their master's degree in librarianship/information science, or 2 years of professional experience after completion of their master's degree in a subject area related to archival work and ACA certification for archivists
- To be considered at the level of Librarian/Archivist III, candidates must have 5 years of professional experience after completion of their master's degree in librarianship/information science, or 5 years of professional experience after completion of their master's degree in a subject area related to archival work and ACA certification for archivists
- To be considered at the level of Librarian/Archivist IV, candidates must have 10 years of professional experience after completion of their master's degree in librarianship/information science, or 10 years of professional experience after completion of their master's degree in a subject area related to archival work and ACA certification for archivists



For more information about the requirements for the Librarian ranks, please see the Guidelines for Librarian/Archivist Faculty Rank and Promotion: <https://www.libs.uga.edu/employee-resources/committees/promotion/ranks>

Relevant/Preferred Education, Experience, Licensure, and/or Certification:

- Two or more years of experience in archives or special collections arranging and describing archival collections
- Two or more years of experience managing and or supervising the work of others.

Preferred Knowledge, Skills, Abilities and/or Competencies:

- Commitment to fostering collaboration.
- Comfortable working with a goal driven, deadline-oriented environment, that occasionally includes shifting priorities.
- Familiarity with LCSH, DACS and Dublin Core.
- Strong attention to detail.
- Working knowledge of computers and software programs, including Windows Office suite.
- Demonstrated effectiveness in establishing and maintaining successful working relationships with co-workers, donors, and patrons. Effective oral and written communication skills.
- Working knowledge of the ArchivesSpace database.
- Ability to read historical handwritten manuscripts.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).

About the University of Georgia

Since our founding in 1785, the University of Georgia has operated as Georgia's oldest, most comprehensive, and most diversified institution of higher education (<https://www.uga.edu/>). The proof is in our more than 235 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 1,800 full-time instructional faculty and more than 7,700 full-time staff. The University's enrollment exceeds 40,000 students including over 30,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 18 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.



About University Libraries

The UGA Libraries advance the University of Georgia's mission by providing the best possible access to recorded knowledge, actively contributing to the success of students and faculty through teaching and research services provided in physical and virtual environments, exemplifying the University's strategic priority to serve the people of Georgia and beyond, and upholding the University's commitment to inclusion. A member of the Association of Research Libraries with 75 faculty librarians and archivists, 150 staff and nearly 200 student workers, the UGA Libraries receive more than three million visits per year on average and provide services at nine locations across the Athens campus, among them the Main Library, Miller Learning Center, McBay Science Library, Special Collections Libraries, and Health Sciences Carnegie Library. The UGA Libraries offer nationally distinctive special collections related to Georgia's history, politics, and public policy, and preserves one of the foremost media collections in public broadcasting.

The UGA Libraries provide IT support for Georgia Library Learning Online (GALILEO), Georgia's statewide virtual library initiative, and is home to the UGA Press and Georgia Review literary journal. Please visit libs.uga.edu for more information.

The Special Collections Libraries Building is a 115,000 square foot facility opened in 2012 that provides collections storage, exhibition and event space, research and instruction rooms, staff work space, and digitization facilities for UGA's three special collections libraries: The Hargrett Rare Book and Manuscript Library, the Richard B. Russell Library for Political Research and Studies, and the Walter J. Brown Media Archive and Peabody Awards Collection.

Visit libs.uga.edu for more information.

About the City of Athens

Just 65 miles northeast from Atlanta, Athens is a vibrant college town filled with creative energy. The city is located along the North Oconee River in Clarke County, in northeast Georgia just below the foothills of the Blue Ridge Mountains and only a few hours' drive from the Atlantic coast. In 1801 it was chosen as the site of Georgia's first state college and named Athens after the city in Greece. Today, Athens is considered one of the hippest small cities in America as well as one of the most progressive cities in the South.

Nicknamed the Classic City, Athens is best known for great music, a happening food scene, and of course the Georgia Bulldogs, winners of the 2021 College Football National Championship. In the spring, the city's Twilight Criterium, one of the country's largest cycling events, attracts both cyclists and spectators. Athfest, a local music festival held on outdoor stages and in venues around town takes place each summer, and the Hot Corner Festival celebrates the African American business community and culture each June. On autumn Saturdays the town swells as football fans flock to cheer on the University of Georgia Bulldogs. In recent years the town is becoming known around the Southeast as a beer destination, complete with great breweries like Creature Comforts and Terrapin. Filled with historic architecture and home to the State Botanical Garden of Georgia, Athens is a unique blend of traditional heritage and trend-setting southern culture.

In 1990 the city of Athens and Clarke County combined to form a unified government. Home to more than 100,000 residents, the top three employers include the University of Georgia, Piedmont Regional Healthcare System, and the Athens-Clarke County School District. With more than 12,000 enrolled students, the Athens-Clarke County School District is proud to serve a diverse population across 14 elementary schools, 4 middle schools, and 2 high schools, as well as an early learning center and community career academy.



Special Instructions to Candidates:

Applicants should upload a 1-2 page letter of interest, complete CV, and the names, titles, and contact information for three professional references. Candidates are encouraged to submit their materials by April 7, 2024 however, the position will remain open until filled.

The University of Georgia Libraries wish to emphasize that preferred qualifications are not required and we are committed to helping our future colleagues develop preferred knowledge, skills and abilities. Applicants are encouraged to communicate the ways in which their work meets required or preferred qualifications in ways that may not be obvious.



**UNIVERSITY OF
GEORGIA**
University Libraries

Questions? Email libjobs@uga.edu