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Archives Arrangement and Description Librarian

McMaster University – Hamilton, ON

Job Details

Job Title: Archives Arrangement and Description Librarian

Job ID: 17479

Location: Central Campus

Open Date: 01/08/2018

Close Date: 01/28/2018

Job Type: Continuous

Employee Group: McMaster University Academic Librarians Association

Department: Library Acquisitions General

Salary Grade/Band: Level 1

Salary Range: \$56942.00 - \$82044.00

Hours per Week: 35

Posting Details

Schedule	35hrs per week
Education Level	Master's Degree
Career Level	Level I

Job Description:

McMaster University Library is seeking a creative and collegial professional to join the William Ready Division of Archives and Research Collections. The successful candidate will be responsible for a full range of archival activities and provision of access to archival and special collections in the William Ready Division of Archives and Research Collections. The incumbent will appraise, arrange, and describe archives, support online delivery of archival descriptions, and participate in the Division's instruction and outreach activities. This position will also assist in the management of the Division's collections and provide research help in the Division's reading room.

The successful candidate will:

- Appraise, arrange, and describe archives in all formats following accepted professional standards and practices. Work collaboratively with the Digital Archives Librarian in the processing of born-digital materials.
- Provide research help in the Division, both in-person and remotely.
- Support the delivery of online access to the Division's archival descriptions, including fonds descriptions and finding aids, and maintenance of the Division's archival description database.
- Participate in the management of the Division's collections, including their security, the proper storage of archives and books, the efficient use of the Division's storage spaces, and recordkeeping relating to acquisitions. Ensure that needed archival supplies are ordered and properly stored on arrival.

- Assist as needed in outreach activities and in promoting use of the Division's collections by McMaster students and faculty, as well as external users. Support the Division's instruction activities as required.
- Supervise the work of student assistants.
- Chair or serve as a member on Library and university committees, task forces, and projects aligned with position responsibilities.
- Investigate potential funding opportunities in support of library and university initiatives and lead or contribute to the preparation of proposals.

This is a full time, continuous appointment reporting to the Associate University Librarian, Collections. Normally scheduled weekly hours will be Monday – Friday 9:00am – 5:00pm (35 hours/week).

Qualifications:

The successful candidate must have the following:

- A Master's degree in Archival Studies, Library Science, or Information Science from an ALA-accredited program or its equivalent.
- Knowledge of principles and methods used in the arrangement and description of archives or special collections materials.

Preferred qualifications include:

- Demonstrated ability to work in a team environment.
- A second Master's degree in a field related to the Division's collections.
- Experience in the arrangement and description of archives or special collections materials.

Compensation:

It is anticipated that the appointment will be made at the rank of Librarian I, with an annual salary range of \$56,942.00 - \$82,044.00. This position is included in the McMaster University Academic Librarians' Association bargaining unit. Salary will be commensurate with qualifications and experience. The position includes a competitive and comprehensive benefit package. The full Position Responsibility Statement is available from the Library Human Resources Office. Further information about the University Library is available at <http://library.mcmaster.ca>.

Additional Information:

McMaster University Library expects librarians to be active and engaged with the broader library and research community through both professional service and professional or scholarly activity as defined in Article 3 of the MUALA Collective Agreement.

Qualified persons who wish to be considered for this opportunity should submit their curriculum vitae with a covering letter. The estimated start date for this position is April 2, 2018.

How to Apply

To apply for this job, please submit your application online.

Link for External applicants:

https://careers.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&SiteId=1001&FOCUS=Applicant&JobOpeningId=17479&PostingSeq=1

If you are a current employee of our organization please use the following link instead:

https://epprd.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Employee&SiteId=1001&JobOpeningId=17479&PostingSeq=1

Employment Equity Statement

McMaster University is strongly committed to employment equity within its community and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates including women, persons with disabilities, First Nations, Métis and Inuit persons, members of racialized communities and LGBTQ-identified persons. If you require any form of accommodation throughout the recruitment and selection procedure, please contact the Human Resources Service Centre at 905-525-9140 ext. 222-HR (22247).