



**Amherst College
Office of Human Resources**

JOB DESCRIPTION

Title: Audit Archivist

Department: Center for Russian Culture _____ Reports to title: Director of the ACRC _____

Full Time: X

Date Prepared: June 14, 2019

Job Group & Level: RI-2_ Regular Daily Work Schedule: _ to _____

Pay Type: Weekly _____ Monthly X Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

Reporting to the faculty Director of the Center for Russian Culture, the Audit Archivist will conduct a full inventory and appraisal survey of the Center's collections, as well as provide research and reference responsibilities. This inventory and survey will track the provenance and reconstruct the custodial history of the collections. Based on the survey results, the Audit Archivist will make recommendations for the prioritization of collections processing, identify collections of uncertain provenance, and identify preservation and copyright concerns,

Although the position reports to the Director of the ACRC, the Head of the Archives & Special Collections and the College Archivist will work with the Audit Archivist to ensure consistency of policies and procedures across the two units.

The Audit Archivist takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

This is a three year term appointment with the possibility of renewal.

2. Principal Duties and Responsibilities:

Investigation and Audit Collection: 40%

- Set up an instance of ArchivesSpace for the ACRC
- Survey the ACRC's collections to produce a basic inventory with collections' location information

- Organize ACRC internal files into working collections files; establish procedures for internal record-keeping on acquisitions and provenance
- Assess extant finding aids for each collection and ensure that a minimal record for each collection is publicly discoverable
- Consult with Archives & Special Collections staff to develop a workflow to add ACRC finding aids to the Five Colleges Archives & Manuscripts database (<http://asteria.fivecolleges.edu/>)

Planning and Assessment: 35%

- Develop a prioritized plan for processing archival holdings
- Assess the preservation requirements of the ACRC's collections and make recommendations for preservation of materials in analog and digital formats
- Update the ACRC web site to better reflect the history, mission, and holdings of the collections
- Compile information about books, articles, and other publications based on materials held in the ACRC
- Contribute to the ACRC's internal planning initiatives regarding future development of ACRC collections
- Work with ACRC director and advisory board to draft formal collection development policy

Research & Reference: 20%

- Provides research and reference services to members of the Amherst College community, as well as other 5C, regional and international scholars
- Collaborates with Archives nationally and internationally, as well as writers and other researchers
- Collaborates with faculty about classes that visit the Center
- Responds to any reference inquiries and publication requests related to the collection
- Provides research and bibliographic services to the ACRC director on matters regarding acquisition and provenance

Other duties/functions as requested: 5%

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

- Extensive internal interaction with ACRC staff, Russian Department faculty, Archives & Special Collections staff, and other departments as appropriate.
- External communication requires writing publicly discoverable finding aids and updating ACRC web pages on amherst.edu.

4. Education: (include certifications and licenses)

Required:

- Master's degree in Library and Information Science, with a concentration in archival studies
- Demonstrated fluency in Russian (written and spoken)

Preferred: Additional graduate degree (MA or PhD) in Russian Studies or a closely related field

5. Experience: (List specific skills necessary to perform this job)

Required:

- Two years of professional experience arranging, processing, and describing archival records
- Demonstrated experience applying professionally recognized standards and best practices in describing archival content, including DACS, EAD, and EAC-CPF
- Familiarity with current approaches to and tools for managing digital content for access and preservation.
- Strong verbal and written communication, attention to detail, organizational and planning skills
- Able to take initiative, working independently and collaboratively
- Commitment to or experience working with a diverse community

Preferred:

- Experience arranging, processing, and describing Russian/Slavic archival materials
- Experience using ArchivesSpace as an archival collections management tool

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Lift, carry, push and pull up to 25 pounds; visual – normal concentration; repetitive motions including hands, wrists and fingers. Motions include bending and reaching.

7. Decision Making:

- Identifies key barriers/core problems and applies problem-solving skills to deal creatively with complex situations.
- Makes decisions under conditions of uncertainty, sometimes with incomplete information.
- Solves moderately complex problems for department, using assessment tools and proven techniques.
- Frequently consults with staff in Archives & Special Collections on technical issues.
- Determines and develops approach to solutions.

8. Supervision Exercised/Received:

- Receives minimal supervision from the Director of the Center for Russian Culture.
- Operates with moderate latitude, with instruction limited to results expected and special situations.
- Acts as a resource for colleagues with less experience.
- Receives technical guidance only on unusual or complex problems or issues.

Supervisory Responsibility: Yes _____ No X

Number of Employees Supervised: 0

