



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Archivist</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt
<b>Department:</b>	Library	<b>W/C Classification</b>	8868 – Faculty/Administration
<b>Reports To:</b>	Director of Library Services	<b>Compensation</b>	\$22.00 - \$24.00/hour

## SUMMARY

Advance the mission and vision of TMUS by overseeing the institutional archive of both the print and digital assets. Responsible for arranging, describing, preserving and providing access to The Master's University archival records considered to be of long-term, historical value. Appraise, assess, and direct the preservation of permanent records and historically valuable documents by transcribing, editing, recording, storing, or maintaining information in written or electronic formats as needed. As directed by Director of Library Services, the Archivist will participate in research activities based on institutional needs. The Archivist will also serve on a TMUS committee committed to the long-term development of the assets of the institution.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Authenticate and appraise historical documents and archival materials.
- Create and maintain accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology.
- Locate new materials and direct their acquisition.
- Research and record the origins and historical significance of archival materials acquired.
- Organize archival records and develop classification systems to facilitate access to archival materials.
- Prepare archival records, such as document descriptions, to allow easy access to information.
- Preserve records, documents, and objects, copying records from film, videotape, audiotape, disk, or computer formats as necessary.
- Identify any rights of clearances and permission issues and holds of documentation for materials in the collection.
- Recommend and implement records for reformatting, indexing, and delivery of solutions for permanent and inactive records.
- Create plans for digitization and storing materials in a digital asset management system (DAM), so that these materials can be best accessed and send encoded finding aids (if so determined) to the California Digital Library Online Archive.
- Maintain a record keeping system, including database catalog, EAD (encoded archival descriptions) finding aids, acquisition register and indexes.
- Select and edit documents for publication and display within AM Quartex, applying knowledge of subjects, literary expression, and presentation techniques.
- Establish and administer policy guidelines concerning public access and use of materials.
- Provide reference services and assistance for users needing archival materials as required.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Strong organizational, planning, project management and oral and written communication skills preferred with the ability to analyze and solve complex problems pertaining to archival methods and procedures.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

## SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

## EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience, Master's degree in Library/Information Science (MLIS) preferred.
- At least two-years' experience in archives, records management and/or information settings.
- Preference will be given to candidates with experience in records management and computer technology as well as knowledge of contemporary archival and records management principles and practices.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

## ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of, or combination of, race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.