

Warren Wilson College
Position Description

POSITION TITLE: College Archivist

REPORTS TO: Library Director

DEPARTMENT: Archives

POSITION SUMMARY:

The college archivist is responsible for the management and administration of the college archives and the special collections.

SPECIFIC RESPONSIBILITIES:

Administrative

Prepare and administer policies for collection development and use.

Initiate and maintain accession files.

Train and supervise students and volunteers (if available) in handling and processing materials.

Prepare and administer annual budget for materials and supplies.

Reference and access

Provide guidance and reference services to students, staff, and other archives users.

Teaching

Work with classes, in collaboration with teaching faculty.

Collection development, processing, and care

Process current and incoming collections.

Ensure the security and safety of collections.

Care for collections through proper conservation techniques.

Outreach

Create displays and exhibits to increase knowledge and awareness of college history.

Give talks on archives holdings and on college history to staff, students, and visitors.

Prepare and update informational materials on archives as needed.

WORKING CONDITIONS:

Ability to perform physical activities associated with archival environments.

QUALIFICATIONS:

Archival training and a minimum of two years' experience working in an archive; certification by the Academy of Certified Archivists desirable.

Master's degree in library science or history; a second advanced degree desirable.

A commitment to user-oriented archival services and excellent oral and written communication skills for lectures, presentations, and working with classes.

Familiarity with professional standards and emerging technologies in archives.
Computer skills and some experience with digitization and meta data creation.
Knowledge of at least one archives/museum software program.
Demonstrated ability to work well with students, faculty, staff, and other archives users.