



Archivist

SUMMARY

Reporting to the Director of Library Services, the Archivist documents the history of CCAD through the collection and organization of electronic records, photographs, audiovisual materials, papers, and other materials. The Archivist works with the Director of Library Services to identify priorities, establish policies and procedures, and ensure accessibility. The Archivist is part of an active and engaged Library Services team that values learning, service, community, and a culture of assessment.

Primary duties and responsibilities

- Ensures access to the Archives following current policies and procedures
- Responsible for care, conservation, and preservation of Archives
- Identifies, selects, and acquires CCAD archival collections and institutional records in digital and physical formats
- Leads the implementation, management, promotion, and assessment of CONTENTdm, including the creation, organization, and maintenance of digital record
- Compiles finding aids, reference guides, statistics, and reports
- Provides guidance and reference services to students, staff, faculty, and alumni as primary contact regarding college history
- Collaborates with library staff and other departments and offices in order to reinforce the library's position as an integral academic support service
- Assists with setting departmental goals and objective
- Conveys information about the history of the college and the library through presentations, displays, social media, and collaborative events
- Provides responsive customer service at the circulation desk of the Packard Library as needed
- Performs other duties as needed

Secondary Duties and Responsibilities

- Actively identifies possible points of collaboration with other areas within Library & Information Technology and other stakeholders across campus
- Supports other members of the Library & Information Technology team in providing coverage to the campus community
- Moves forward team, organization, and College strategic plans
- Collaborates with Library and IT staff on building community, establishing the Library as a central site of scholarly inquiry
- Collaborates with librarians and Instructional Designer to promote information and digital literacies, and resources across campus

Tertiary Duties and Responsibilities

- Keeps abreast of new archival developments and makes recommendations regarding opportunities for implementation
- Represents CCAD and Library & Information Technology by attending or presenting at appropriate conferences and event
- Represents CCAD in our consortia and partnerships, including OPAL, OhioLINK, Society

- of American Archivist, Ohio Preservation Council and/or others
- Participates in the life of the College by attending campus events such as gallery openings, student exhibits and invited speakers
- Other duties or responsibilities as may be assigned

Minimum Qualifications

- Demonstrated thorough and current knowledge of archival standards and practices, including digital and physical preservation standards and best practices
- Demonstrated ability to interact in an effective and professional manner with diverse populations, the college community, and the public
- Demonstrated ability to function effectively both independently and part of a team in a flexible and collaborative environment
- Strong organizational skills and the ability to manage and prioritize multiple tasks and projects
- Demonstrated ability to make decisions and meet deadlines

Education and/or Experience

- Masters Degree (MLIS or equivalent from an ALA-accredited school);
- 1-3 years of experience in an archival environment

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

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate.
- While performing the job duties, the employee is occasionally exposed to outside weather conditions.

COMPENSATION: This position is full-time, exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, free campus parking, and free admission to the Columbus Museum of Art.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

****Ability to video conference is a must (zoom, google meets, FaceTime, Teams, etc.)**

About CCAD: Columbus College of Art & Design, founded in 1879, is one of the oldest and largest private art and design colleges in the United States with more than 1,100 undergraduate and graduate students. Undergraduate students choose from 12 majors: With strong exhibition and visiting artists programs and a commitment to the integration of business and art, CCAD is a leader in art and design education.

EEO Statement: As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. CCAD sees Art & Design as universally inclusive and inherently unbiased. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.