

University of Houston – Clear Lake

Position Description

Job Title: **Archivist**

Job Code: **2950**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Masters degree in Library or Information Science from an ALA-accredited institution with a concentration in Archives or a Masters degree in Archival Studies in a closely related field.	Masters degree in Library or Information Science with advanced course work in Archival Theory and Methodology; second relevant Master's or other advanced degree
Experience	Four years professional archival experience .	Two years management experience in Archives
License/Certification	ACA Certification	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The university Archivist is responsible for the management and direction of the UHCL Archives, including the historical collection of the Johnson Space Center. This position provides leadership, planning, and training for all phases of its activities emphasizing the use of new technologies. The Archivist organizes, develops, preserves, and provides access to the archival collections in accordance with professional standards; provides reference assistance to users; formulates policies and procedures for the unit; prepares and administers archives budget.

Duties and responsibilities	% Time
Directs and manages the UHCL Archives, including the Johnson Space Center archives.	20
Evaluates the status of the archival collection and provides leadership and information to the staff concerning the organization and preservation of special collections.	20
Coordinates the transition of university and JSC archival collections for digital access through Information Management Systems by participating in the implementation and ongoing use of these systems; prepares finding aids based on current and emerging technologies such as Encoded Archival Description (EAD).	20
Monitors, evaluates, and provides departmental leadership with relationship to developing technologies; provides staff with training and development opportunities.	20
Produces budget recommendations and develops operating plans and procedures for the Archives unit.	10
Prepares archives reports, statistical and qualitative measures, and other analyses on a periodic basis; identifies outside funding sources and prepares grant proposals. Engages in appropriate professional activities; represents the library and university as appropriate in committee and task forces as elected or assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.