



Department of Museums,
Archives & Rare Books

Position Opening: Digital Archivist

The Department of Museums, Archives & Rare Books at Kennesaw State University seeks an energetic and creative team player as Digital Archivist at the Kennesaw State University Archives. The KSU Archives, a unit of the Department of Museums, Archives & Rare Books, serves as the institutional repository for records of enduring value and actively develops collections representing the University and north and northwest regions of Georgia.

Reporting to the Executive Director of Museums, Archives & Rare Books, the Digital Archivist will lead efforts to acquire, transfer, preserve, arrange, describe and provide access to born-digital and digitized archival and special collection content in the Kennesaw State University Archives digital repository. The repository consists of a locally hosted instance of DSpace with a customized public interface (SOAR: Scholarly Online Access Repository) for access to digital materials. In addition, the position works closely with the Director of Records & Information Management to provide strategies, best practices and support for the long-term preservation of born-digital records of enduring value in other University systems. The position also works collaboratively with the Processing Archivist, the Outreach Archivist and the Director of Records & Information Management to enhance and support their activities, as well as serve on the campus-wide Information Governance Committee.

For more than 50 years, Kennesaw State University has been known for its entrepreneurial spirit and sense of community. Offering campuses in Marietta and Kennesaw, the university is located just north of Atlanta and combines a suburban setting with access to one of the country's most dynamic cities. As Georgia's third-largest university, Kennesaw State offers more than 100 undergraduate and graduate degrees, including a growing doctoral program. Designated by the Board of Regents of the University System of Georgia as a comprehensive university, Kennesaw State is committed to becoming a world-class academic institution positioned to broaden its academic and research missions and expand its scope on a local, regional and national level.

RESPONSIBILITIES

Collection Acquisition, Appraisal and Access

- Works collaboratively with university department and university colleagues to facilitate the acquisition, transfer, preservation, arrangement, description, and access to select born-digital records of enduring value
- Collaborates with KSU departments to promote use of Archives DSpace (SOAR) repository for departmental published digital content as a viable alternative to or in conjunction with use of departmental websites, for access and preservation
- Appraises and disposes born-digital university collections held by the Archives for possible transfer and inclusion in the Archives
- Develops and implements access strategies for accessioned and non-accessioned digital materials in dark archives in order to best serve patron and Archives staff needs
- Develops and maintains strategies for harvesting, applying metadata schema and making available select websites (KSU and community)

- Facilitates the transfer of digital content from KSU and special collection donors to the digital repository

Collection Preservation

- Develops and implements a digital preservation infrastructure plan for the KSU Archives
- Develops and maintains policies, procedures and workflows for digital curation based on the OAIS model, including accessioning and ingest, archival packaging and application of appropriate metadata schema, scheduling, and carrying out regular checks and refreshing strategies to ensure long-term viability of digital collections
- Collaborates with KSU Library System on long-term preservation strategy for selected digital content in KSU Library's Digital Commons
- Collaborates with UITS and KSU departments to develop selection and preservation strategies for electronic/born-digital records on site

Departmental Support and Special Projects

- Serves as a resource on copyright best practices for digital collections
- Supports the units of the Department of Museums, Archives, & Rare Books (i.e. Museum of History and Holocaust Education, Zuckerman Museum of Art, Bentley Rare Book Museum, Archives and Special Collections, Records & Information Management) by serving as a resource and subject expert on digital collection development, access and management
- Carries out additional duties and projects as assigned

REQUIRED QUALIFICATIONS

ALA accredited MLS or MLIS degree or Master's equivalent in related field. Proven experience managing digital archival collections and systems or relevant experience.

PREFERRED QUALIFICATIONS

- Demonstrated evidence of work or internship experience with digital curation tools and workflows used to capture, process, and preserve born-digital records, including but not limited to metadata schemas, file packing formats, and checksum tools
- Demonstrated understanding of basic archival principles and practices
- Familiarity with current trends in digital preservation theory, standards and technologies
- Working knowledge or hands-on experience with digital repository platforms and archives management software including Archon, Archivist's Toolkit, ArchiveSpace, DSpace, and Archivematica
- Experience working with the OAIS reference models
- Experience working with digital preservation in an institutional repository environment
- Basic knowledge of HTML/CSS/Javascript and/or other coding languages
- Knowledge of electronic records management techniques and best practices
- Familiarity with electronic document management and/or records management systems
- Experience working in a collaborative environment
- Excellent written and oral communication skill

- Excellent written, public speaking, and interpersonal communication skills
- Excellent organizational skills
- Project management experience
- Working knowledge of relevant metadata formats, standards and schema

Posting Department: Museums, Archives & Rare Books
Posting Contact: Tamara Livingston, Ph.D., Executive Director of Museums, Archives & Rare Books, tlivings@kennesaw.edu

Open Date: 3/17/17
Close Date: 3/31/17

Hours per week: 40 hours per week
Required Documents: Cover Letter, Resume, Professional Writing Sample

Kennesaw State University is an Equal Employment Opportunity/Affirmative Action employer and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, and/or veteran status.

ALL APPLICATION MATERIALS MUST BE SUBMITTED TO THE HR APPLICATION PORTAL:
<https://kennesaw.hiretouch.com/job-details?jobid=22855>