UNIVERSITY OF SOUTHERN CALIFORNIA

Archive Specialist

Job Code: 141024

Grade: 00
OT Eligible: Yes
Comp Approval: 10/31/2012

JOB SUMMARY:

Makes the archive collection(s) useful to a wide variety of faculty and researchers by organizing collections so that records of high historical and informational values are preserved and easily accessible. Provides specialized support to a unit in a school or university department to organize, process and catalog archival collections and create finding aids for selected collections in accordance with departmental guidelines and standards. Plans and carries out a variety of duties affiliated with archival and selective preservation of collection items including but not limited to receiving, arranging, cataloging, collection preservation, and finding aid development. Reports to archivist or library manager. May provide guidance and direction to student workers.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Participates in the cataloging, processing, preservation, digitization, and description of archived collection holdings. Receives, arranges and describes new and/or existing collections/materials. Adheres to best practices in the preservation and protection of archival materials.</th>
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<tbody>
<tr>
<td>______</td>
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<td>Plans and prepares materials for archiving and retrieves resources by following appropriate standards and guidelines. Assists in other project related work, as needed and assigned.</td>
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<td>Creates and/or maintains archival databases for unique projects/collections or sets of projects/collections using recognized and standard tools (e.g., Archivist’s Toolkit, Adobe Bridge, InMagic, Excel, etc.).</td>
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<td>Identifies historical strengths and weaknesses in holdings, including research to contextualize holdings.</td>
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<td>Builds digital holdings through the selection of relevant publications, photographs, audit materials, or documents during processing.</td>
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<td>Provides support to faculty or staff for report preparation, data collection, and/or project tracking which may include expenditures, time, and/or other resources required to complete archiving of projects/collections</td>
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<td>Attends staff meetings, conferences, or presentations and/or participates in committees and/or task forces as assigned. Makes presentations, as required.</td>
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<td>Liaises with faculty, staff, community leaders and relevant [historical] institutions to confirm and validate information, as needed.</td>
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<td>May provide guidance and direction to student assistants, volunteers, docents, or others affiliated with projects. Provides workplan(s), workflow, and prioritizes workload.</td>
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<td>Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
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</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential:  

☐ No  

☐ Yes  

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:  

Bachelor’s degree  

Combined experience/education as substitute for minimum education

Minimum Experience:  

1 year

Minimum Field of Expertise:  

1 year of directly related experience in the archives, museum or library fields. Knowledge of appraisal, processing, preservation and cataloging procedures. Familiarity with processing, preservation, archives management protocols, and collections care. Demonstrated excellent organizational, oral and written communication skills. Demonstrated expertise working in a Windows-based environment. Ability to work effectively and collegially with a diverse population of faculty, staff, and students. Ability to work independently and in collaboration with others. Ability to write clearly and concisely.

Preferred Education:  

Master's degree

Preferred Experience:  

2 years

Preferred Field of Expertise:  

Masters of Library Science

Skills: Administrative:  

Balance figures  

Communicate with others to gather information  

Customer service  

Edit routine documents  

Edit technical or scientific text  

Establish filing systems  

Establish records  

Gather data  

Input data  

Knowledge of scanning techniques and digital file formats  

Prioritize different projects  

Research information  

Understand and apply policies and procedures
Use computer packages to prepare graphics
Use computerized spreadsheets
Use database and/or word processing software

**Skills:**

**Other:**
- Analysis
- Assessment/evaluation
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Public speaking/presentations
- Scheduling

**Skills:**

**Machine/Equipment:**
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Digital cameras
- Fax
- Personal computer
- Photocopier

**Supervises:**

**Level:**
- May oversee student, temporary and/or resource workers.
- May oversee volunteers.

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**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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