Western Libraries seeks an innovative, enthusiastic, service-oriented individual for the position of Archivist in Western Archives. This appointment, which will be filled as a Term Appointment, is available beginning on or about October 1, 2018 and will continue for a period of one year. It will be filled at a rank and salary commensurate with the successful candidate’s experience.

Reporting to the University Archivist, and working with the Archivist responsible for appraising and acquiring University records, the Term Archivist will be responsible for reviewing and updating existing University retention and disposal schedules and developing new schedules for records for which there is currently no official direction with respect to retention and disposal. The goal of this project is to support effective administration and operations, identify and preserve historical records, reduce unnecessary storage costs, mitigate some information-related risks, and support legislative and policy compliance, including with the Freedom of Information and Protection of Privacy Act and Western University’s Access to Information and Protection of Privacy Policy (MAPP 1.23).

The Term Archivist will be primarily responsible for collecting and analyzing information about current record-keeping practices, researching external legislative and regulatory requirements and internal policies, and identifying and assessing administrative and operational needs to recommend changes to existing retention and disposal schedules and to propose new ones for unscheduled records. Where appropriate, the Term Archivist may prepare final disposition recommendations. As time permits, the Term Archivist may also assist in reviewing and updating policies, procedures, tools and training materials designed to support the effective implementation and maintenance of retention and disposal schedules. In carrying out these activities, the Term Archivist will be working with staff from Archives and Special Collections, as well as from the University Secretariat and other units with responsibility for key types of institutional records (e.g., Facilities Management, Financial Services, Human Resources, Research Western).

Western Libraries is currently implementing an exciting organizational renewal process that is transforming its services, collections, facilities, and organizational culture to ensure it continues to make a significant contribution to Western’s strategic, academic, and research priorities. While this process may result in modifications to some roles and responsibilities across Western Libraries, it is not anticipated that the changes will have any impact on the Term Archivist role.

Qualifications

The Term Archivist should have demonstrated experience with one or more of the following activities:

- conducting a records inventory or similar data gathering process designed to collect information about records series, including their scope, content and use;
- researching legislative, regulatory and policy requirements related to records retention;
• analyzing records inventory information to identify administrative and operational retention requirements and needs;
• drafting recommendations for retention periods and final disposition for records series; and
• using archives or records management software.

The Term Archivist must:

• demonstrate initiative and possess outstanding communication and interpersonal skills;
• employ excellent critical thinking and analytical skills;
• exhibit resourcefulness, innovation, and flexibility;
• be able to function effectively independently and as a team member;
• be able to manage multiple tasks and competing priorities; and
• be able to work collaboratively and collegially with other staff within Western Archives and Western Libraries and across the University as a whole.

Candidates must have a Master’s degree in Archival Studies, or a Master’s degree with an archival studies specialization, or a Master’s degree combined with relevant experience as an Archivist.

Formal education, training or certification in records management is an asset.

Experience in an academic or other type of institutional archives or records management setting is preferred. Experience with different kinds of institutional records, particular those originating from a large organization, is an asset. Project management experience is also an asset.

Environment

The Archives and Special Collections Team is committed to acquiring, preserving and providing access to select rare and unique special collections and archives, in all media formats, in order to support the teaching and research missions of the University. It also supports the operations of the University by ensuring that University records of enduring value are preserved. While the primary focus is on facilitating advanced research by graduate students, faculty members, and external scholars, as well as documenting the history of the University, it also engages with and welcomes use of the rare and unique holdings by members of the broader heritage community.

The current complement of the Archives and Special Collections Team is 13 full-time positions, comprising the University Archivist, eight Archivists and Librarians, and four Archives Assistants. Archival services are provided from the Archives and Research Collections Centre (ARCC). A purpose-built facility that officially opened in 2004, the ARCC contains Western’s archival holdings (university records and privately donated archives) as well as The James Alexander and Ellen Rea Benson Special Collections, composed primarily of rare books. The ARCC also acts as a records centre that supports the administrative needs of the University and as a book depository for low and medium use items transferred from other Western libraries. It is one of eight service locations within Western Libraries.

Archivists at Western are Members of the Librarians and Archivists Bargaining Unit represented by The University of Western Ontario Faculty Association. The Librarians and Archivists Collective Agreement governs terms and conditions of employment. Librarians and Archivists have academic status and their responsibilities are a combination of professional practice, academic activity, and service (all as defined
in the Collective Agreement). The 2018-19 annual salary minimum floor for each rank is as follows: General Archivist - $59,532; Assistant Archivist - $65,517; Associate Archivist - $75,855; Senior Archivist - $91,089. Western offers a comprehensive benefit package including but not limited to extended health, dental, vision and pension.

Western Libraries, one of Canada’s leading research libraries, is a member of the Ontario Council of University Libraries, the Canadian Association of Research Libraries, the Association of Research Libraries, the Center for Research Libraries, the Canadian Research Knowledge Network, and the Archives Association of Ontario. Recognized for the quality of its staff, the access and services provided, and its outstanding collections (eleven million items in print and digital formats), Western Libraries supports the University’s mission to create, disseminate, and apply knowledge for the benefit of society through excellence in teaching, research, and scholarship.

Learn more about Western Archives  
Learn more about Western Libraries  
Learn more about Western University  
Learn more about the Librarians and Archivists Collective Agreement  
Learn more about the University of Western Ontario Faculty Association

Application Procedures

Applicants are required to submit a covering letter, a curriculum vitae, and the names and contact information for three professional references, by 20 August 2018, 11:59 PM (EDT) to:

Office of the Vice-Provost & Chief Librarian  
Western University  
Email: libarc@uwo.ca

Only applications received by email will be considered. Please submit your application package as a single electronic file (MS Word or pdf). Please quote in the subject line reference #: TERMARCH082018

Please ensure that the form available at: http://www.uwo.ca/facultyrelations/pdf/full-time-application-lib-archs.pdf is completed and included in your application submission.

Business Address: Western University, 1151 Richmond Street N., London, ON N6A 5B8

Positions are subject to budget approval. Applicants should have fluent written and oral communication skills in English. The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.
Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact libarc@uwo.ca

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