



Dominican Sisters of Hope

Human Resource Office
299 North Highland Avenue, Bldg. #5
Ossining, NY 10562
(914) 941-4455 ext. 220

Job Posting

POSITION: Archives Assistant
Job Status: Part Time, 18 hours per week
Date: November 11, 2019

GENERAL SUMMARY:

The Archives Assistant will assist in digital preservation and records management, as well as have the opportunity to engage in historical research.

RESPONSIBILITIES INCLUDE:

Under the direction of the Archivist: Performing a variety of tasks including arranging & describing archival files, performing minor conservation treatment, preserving and accessing electronic and digital records, responding to queries; working with Archivist to design/implement historical exhibits. Must be able to maintain confidentiality of protected & sensitive information.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED, include:

Bachelor’s degree in library science, information science, history or data science from an accredited institution; Proficiency in Microsoft Office (Word & Excel), and experience with Archival content management systems; Prior library, archives and/or museum experience preferred; Good English writing skills, advanced research skills, organizational skills & attention to detail; Ability to lift and carry boxes weighing up to 40 pounds

WORKING CONDITIONS: this position is located in a temperature-controlled environment of 65^o – 70^o. The ability to climb stairs is required for this position.

To apply: send resume, cover letter and salary expectations to Careers@ophope.org

Deadline for applying: December 18, 2019.

The Dominican Sisters of Hope, Inc. is a non-profit religious organization, located in Ossining, NY. To learn more about the Sisters and their missions, visit our website at www.ophope.org