

**Sinsinawa Dominicans, Inc.**  
Position Description

**TITLE:** Assistant Archivist

**ACCOUNTABLE to:** Archivist

**FLSA:** Exempt-FT 40hrs/week

**POSITION SUMMARY:** Assistant Archivist collaborates with the Archivist in organizing, cataloging, preserving and maintaining the records of the Congregation. The Assistant Archivist initiates, develops and oversees programs and projects which serve professional researchers as well as those general information and genealogy. The Assistant Archivist will collaborate with the Archivist to design and implement strategies for the relocation of the Archives based on professional knowledge and standards.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Act as Archivist in the absence of the archivist
- Process, arrange and describe unprocessed collections
- Create EAD Finding aids using Archivists Tool Kit
- Design and supervise projects for a corps of volunteers
- Maintain membership records
- Initiate working relationships with Graduate School programs to offer supervised student practicum at Sinsinawa Dominican Archives
- Manage budgeting and purchase of archival supplies
- Develop long-range planning for digital assets
- Maintain professional identity through national and local memberships, journals and meetings
- Continue professional development
- Willingness to assist other religious archivists in developing skills for their archives
- Other duties as assigned

**Required Knowledge, Skills, Abilities:**

- MLIS or MA in Archives Management
- Two years Archival experience – preferably with religious archives
- Respect for the heritage of the Congregation
- Respect for confidentiality
- Demonstrated understanding of archival collections and principals of arrangement and description
- Effective oral and written communication skills
- Ability to work independently as well as a member of a team
- Strong organizational and time-management skills
- Strong computer and clerical skills
- Attention to accuracy and detail essential

**Physical requirements:**

1. Ability to speak and provide interaction with a broad range of persons both face-to-face and on the phone.
2. Possess natural or aided hearing adequate to provide interaction with a broad range of persons both face-to-face and on the telephone.
3. Possess natural or aided vision to support daily personal computer usage, regular use of office equipment, and preparation and interpretation of typed or handwritten information.
4. Ability to lift up to 25lbs, unassisted occasionally
5. Possess range of motion, dexterity and coordination requisite with daily use of computer.
6. Ability to sit for prolonged periods and mobility to move throughout the building as necessary.