Project Archivist, UAS 1064
Special Collections and Archives University Library

Salary Range: $22.92/hourly

Work Schedule: This is a full-time, non-exempt position; Monday – Friday, hours to be determined. This position is eligible for benefits. This is a grant-funded position, which expires on or before September February 7, 2022, and is subject to renewal upon the availability of funding.

Essential Functions: Under the general supervision of the Head of Special Collections and Archives, and in coordination with the Archivist and Special Collections Librarian, the incumbent will arrange, describe, and create finding aids for four archival collections (approximately 300 linear feet) chronicling the barrier-breaking work of local Black and Latino politicians. The incumbent is responsible for: developing and implementing an archival processing and preservation plan for the collections; processing paper material and holdings in other media and formats, and providing historical context, summaries, and metadata information for the collections; ensuring appropriate housing of archival material; identifying materials for conservation treatment; creating EAD encoded finding aids according to DACS requirements for publication in the Online Archive of California and ArchiveSpace; creating MARC records, barcode containers, and identifying items for possible future digitization; working collaboratively with the Project Assistant to arrange and describe manuscript collections in accordance with current library and archival standards; providing oral reports on the progress of the project on a bi-weekly basis; providing written reports on the progress of the project on a periodic basis or as needed by the funding agency.

Requirements: The incumbent must have ALA-accredited MLIS or MIS with specialized coursework in the archival enterprise, or an advanced degree in an applicable subject field with archival training. A minimum of one year of archival experience processing collections, creating finding aids, and producing other collection management tools. An equivalent combination of relevant education and experience may be substituted as appropriate. Experience with MARC format and Encoded Archival Description. Knowledge of preservation standards for archival materials. Demonstrated ability to communicate clearly and effectively, in writing and in an oral presentation. Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population. Ability to work up to four hours at a computer workstation and to lift archival boxes weighing up to forty pounds.


The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or the continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on July 12, 2021, and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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