



Job Title	University Archivist
PVN ID	CU-2312-006004
Category	Research
Location	CUNY SYSTEM-WIDE ACCOUNTS
Department	Office of Library Services
Status	Full Time
Annual Salary	\$110,000.00 - \$130,000.00
Hour(s) a Week	35
Closing Date	Feb 06, 2024 (Or Until Filled)

General Description

Job Title: University Archivist

Organization: City University of New York (CUNY) - Office of Library Services (OLS)

Position Type: Full-Time, 3-Year Grant-Funded (Starting January 2024)

Location: New York, NY

The City University of New York (CUNY) Office of Library Services (OLS) is seeking a dynamic and enthusiastic individual to fill the role of University Archivist. As the nation's largest urban university, CUNY is dedicated to providing quality education to over 243,000 students across 25 NYC campuses. This is a unique opportunity to lead the 'Cultivating Archives and Institutional Memory at "The People's University": A CUNY Archival Development Initiative, a three-year Mellon Public Knowledge grant project aimed at preserving and sharing the rich history of CUNY.

With active support from the University Dean of Libraries and the Director of Collections Strategy in OLS, as well as a project advisory board comprised of dynamic archivists across the university system, the University Archivist will focus on the following key responsibilities:

Leadership and Advocacy:

- Guide the implementation of the Archival Development Project, including assessing deliverables of a \$2M Mellon Public Knowledge grant.
- Hire and supervise 2 full-time archivists (Outreach and Digital Archivists) to shape the strategy for archives across the university.
- Foster cultural change in support of archives across CUNY, establishing the technical and social infrastructure for a robust and fluid network of campus archives.
- Lead the OLS Archives Advisory Committee
- Foster a strong connection between Records Management and Archives at CUNY system-wide
- Collaborate with New York State Archives and other key stakeholders.

Other Duties

Development and Oversight of Central Office Archives:

- Establish a Central CUNY archives accessible to internal clients and external researchers.
- Work with colleagues to complete the assessment and disposition of system records held in suboptimal storage and facilitate the transfer of Central Office archives material to a new space.
- Develop a plan for providing research access to historically significant records.
- Oversee the survey and inventory of central office records stored in campus archives, guiding decisions for their disposition.

Support and Coordination of Existing Campus Archives:

- Provide leadership, support, and coordination for archives on CUNY's 25 campuses, 31 libraries, and research centers.
- Develop university-wide policies and workflows for archives and digital preservation.
- Guide the implementation of a digital archival infrastructure across CUNY.

Qualifications

Requirements:

- Master's degree from an ALA-accredited program in library, archival, or information science with successful completion of graduate coursework in archives.

Preferred Qualifications:

- Experience overseeing development and preservation of archival collections.
- Understanding of core principles of archival management.
- Experience with project management within diverse, asynchronous teams and within large public institutions.
- Familiarity with digital archiving tools and born-digital materials.
- Experience developing innovative outreach and engagement strategies for public archives
- Proficiency in archival management systems such as ArchivesSpace.
- Demonstrated supervisory experience and strategic leadership.

CUNY is an equal opportunity employer and encourages applications from individuals from diverse backgrounds and experiences.

Join us in preserving and celebrating the vibrant history of CUNY!