
Job Title	Project Processing Archivist
PVN ID	LA-2501-006685
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	LaGuardia & Wagner Archives
Status	Full Time
Annual Salary	\$57,800.00 - \$63,390.00
Hour(s) a Week	35
Closing Date	Feb 28, 2025 (Or Until Filled)

General Description

The LaGuardia & Wagner Archives at LaGuardia Community College is dedicated to preserving and providing access to the historical records and collections that document the rich heritage of New York City. We focus on the contributions of public service, community development, and the social history of the city, with a particular emphasis on the New York City Housing Authority (NYCHA) collection.

Reporting to the LaGuardia & Wagner Archives lead Archivist, the Project Processing Archivist will be responsible for the arrangement, description, and preservation of the NYCHA collection held at the LaGuardia & Wagner Archives. This is a grant-funded position aimed at enhancing access to the collection and ensuring its long-term preservation. The successful candidate will work closely with the archives team to develop finding aids, digitization projects, and outreach initiatives that promote the collection to researchers, educators, and the general public.

This is a grant-funded, hybrid position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

Key Responsibilities:

- Process and catalog archival materials related to the New York City Housing Authority (NYCHA) collection
- Create and enhance finding aids and descriptive metadata to facilitate access to the collection
- Conduct preservation assessments and implement preservation measures to protect the integrity of the materials
- Collaborate with archivists and librarians to develop and execute digitization projects, ensuring high-quality digital representations of archived materials
- Assist in outreach efforts, including the development of educational resources and programs that highlight the significance of the NYCHA collection
- Assist the lead Archivist with Researcher Requests and Photograph Reproduction Requests
- Participate in regular round table meetings with other Archives' professionals to exchange ideas about Archival Best Practices

- Maintain accurate records and documentation of processing activities and project progress

LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers seventy-two associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.

Other Duties

- Other duties as assigned

Qualifications

- Bachelor's degree in Library and Information Science, Archival Studies, or a related field
- Experience in processing and cataloging archival materials, preferably in a public or academic archive setting
- Familiarity with archival standards and best practices, including DACS, EAD, and MARC
- Knowledge of the historical context and significance of the New York City Housing Authority and related social issues
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively in a team environment
- Proficiency in archival management software and digital preservation tools

Preferred Qualifications:

- Previous experience working with urban history or public housing collections
- Familiarity with contemporary issues related to housing, urban development, and social justice
- Experience with outreach and educational programming in an archival or museum context