

Job Title	Project Archivist
PVN ID	QC-2311-005953
Category	Research
Location	QUEENS COLLEGE
Department	Library
Status	Part Time
Hourly Rate	\$35.00-\$35.00
Hour(s) a Week	10.00-19.00
Closing Date	Jan 10, 2024 (Or Until Filled)

General Description

Working on a grant funded project, the Project Archivist will preserve, arrange, and describe the Helen Marshall Papers (40 cubic linear feet), using ArchivesSpace to create and publish a finding aid. The collection documents Marshall's long record of public service as a Queens Borough President, member of the NYC Council and State Assembly, and community activist. The collection is comprised of awards, photographs, administrative files, and subject files.

This is a temporary position funded by the New York State Archives Documentary Heritage Program. The Project Archivist will complete 300 hours of work total (approximately 10-19 hours a week) during normal business hours (Monday-Friday between 8am-6pm). This position reports to the Head of Special Collections and Archives in the Queens College Library.

Other Duties

In addition to processing the collection, the Project Archivist will draft a blog post to be published on the Library's blog, "Cover to Cover," and select and digitize highlights from the collection to be used on social media and for outreach purposes. Other duties as assigned.

Qualifications

- MLIS degree or currently enrolled student
- Previous hands-on experience working with archival collections (including part-time positions, internships, etc.)
- Experience using ArchivesSpace software to create finding aids
- Familiarity with archival standards for preservation, arrangement, and description

