Major Duties

Under general supervision, the Resident Archivist will complete a supervised archival project and receive mentoring in Special Collections and Archives at the Oviatt Library during the initial 3-month period; complete three 3-month rotations at L.A. as Subject member archives locations; work independently on assigned special projects to improve access to archives and ensure preservation of records in all formats; identify appropriate standards/best practices in archival and records management to be adopted for projects and make recommendations/implement changes as needed; evaluate, develop, and maintain digitization efforts at L.A. as Subject member institutions; participate in training programs, mentoring, and targeted professional development opportunities; participate in instructional teaching and outreach programs at L.A. as Subject member institutions; work with colleagues in other departments of the Oviatt Library and across the L.A. as Subject organization; and perform other duties as assigned.

Qualifications

ALA-accredited MLIS degree or a Master's Degree in Information Science or related Archival Science degree completed since May 2013.

Knowledge, Skills & Abilities

Knowledge of archival theory. Ability to work independently and with colleagues and archives users from diverse backgrounds; manage multiple priorities and meet deadlines; work in collegial, collaborative, and diverse environments; communicate effectively verbally and in writing; pay strong attention to detail; demonstrate problem solving skills and flexibility, and possess an aptitude for complex, analytical work. Additionally, the successful applicant should have a strong interest in Los Angeles history and community- and neighborhood-based archives; the ability to travel to work in multiple locations across Los Angeles County; and the ability to bend, twist, and lift 40 lbs.

Pay, Benefits, & Work Schedule

This position is employed through The University Corporation (TUC). TUC offers an excellent benefits package.

The anticipated hiring maximum: $3416.66 per month, dependent upon qualifications and experience.
General Information

Temporary - renewable; end date to be determined.

How To Apply

Please complete the on-line application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

Application Screening begins June 26, 2015, and will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the application screening date will be reviewed at the discretion of the University.

For more detailed information on the application and hiring process, please view the link below:

http://www.csun.edu/careers/

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.