

**OVIATT LIBRARY**

L.A. as Subject Resident Archivist (TUC – Oviatt Library)

**Job ID:** 7994

**Job code:** 0051

**Major Duties**

The Oviatt Library at California State University, Northridge seeks an innovative, service-oriented archivist participate in the LA as Subject digital residency program. The L.A. as Subject Residency Program will provide the opportunity for post-graduate MUS students with an interest in pursuing a career in archives to learn from professionals and scholars in the field and gain experience in working with a wide selection of LA as Subject member community archives to assess and/or complete digital projects. The residency will offer hands-on experience working at selected community- and neighborhood-based archives and enable residents to share their archival and digital library expertise-and that of their mentors-with staff and volunteers in Southern California community archives over two years. Residents will receive hands-on archival and digital library work experience in multiple institutional environments, practical experience with policy and procedural decisions in archives institutions, teaching experience, and assistance with professional development and networking among professionals.

**Qualifications**

Candidate is required to have a ALA-accredited MLIS degree or Master's in Information Science or related Archival Science degree completed since December 2016.

**Knowledge, Skills & Abilities**

Candidates must have knowledge of current and emerging trends, issues, workflows and best practices associated with digitization in an archives and special collections environment; basic knowledge and understanding of archival principles; basic understanding of digital library principles and practices; familiarity with cataloging, LCSH, LC Classification and authority control as well as cataloging software such as ContentDM or ArchivesSpace; experience with metadata schemas and standards; knowledge of DACS, Dublin Core, VRA Core and controlled vocabulary thesauri; familiarity with DAMS; strong written and oral communication skills including ability to speak to groups; the ability to work independently as well as with colleagues and archives users from diverse backgrounds; the ability to manage multiple priorities calmly and effectively and meet deadlines; a strong public service orientation and the ability to work in collegial, collaborative and diverse environments; an aptitude for complex, analytical work with attention to detail; demonstrated problem solving skills and flexibility; a strong interest in Los Angeles history and community- and neighborhood-based archives; and the ability to access a variety of work locations across Los Angeles. Preferred qualifications include knowledge of a second language, basic knowledge of project planning and management; and experience in training and/or supervising student assistants.

## **Pay, Benefits, & Work Schedule**

This position is employed through The University Corporation (TUC).

The anticipated hiring maximum: \$ 55,000/ annually.

This position is a 2-year appointment.

## **General Information**

THE SELECTED CANDIDATE IS REQUIRED TO PASS A THOROUGH DEPARTMENT BACKGROUND INVESTIGATION.

## **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 January 7, 2019 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-admn.csun.edu/ohrs/employment/>

## **About the University**

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of students who are Deaf and hard-of-hearing students of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

## **About the Division**

The University Corporation is a non-profit auxiliary corporation providing commercial and administrative services to California State University, Northridge. Our mission is to provide services and solutions that address the needs of California State University, Northridge; to support the academic, research and creative endeavors of its students, faculty and staff; and to enhance the quality of campus life

## **Equal Employment Opportunity**

The University Corporation is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.