



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Processing Archivist</b>	<b>Original Date: 04-2021</b>
<b>DEPARTMENT:</b>	<b>Mercy Archives</b>	
<b>REPORTS TO:</b>	<b>Director, Mercy Archives</b>	<b>FLSA Status: Non-Exempt</b>

### **JOB PURPOSE:**

Mercy Archives preserves, relates, and promotes the Sisters of Mercy of the Americas through professional archival, library, heritage, and records management practices. Reporting to the director of Mercy Archives, this part-time temporary processing archivist position will work directly with the Mercy Archives Collections Manager in organizing, inventorying, and cataloging of the archival records and artifacts of a regional community collection of the Sisters of Mercy of the Americas, located at Mercy Heritage Center, the centralized archives repository, in Belmont, North Carolina. This position will be no more than 30 hours per week, for a term of no more than 8 months.

Covering the years 1872-2008, the collection consists of about 400 linear feet of material, including 240 linear feet that has been through an initial processing. Those records include documents, books, published reports, directories and dissertations, architectural records, photographs, audio-visual and digital material. Three dimensional objects are also part of this collection.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works with the Collections Management Archivist to refine an archival processing plan and sets priorities in accordance with established goals.
- Follows professional archival best practices to ensure appropriate acquisition, arrangement, description, preservation, and use of materials in the Mercy Archives.
- Contributes to development of strategies for streamlining processing workflows.
- Processes newly acquired and backlogged materials using existing collection management guidelines.

- Creates finding aids with appropriate levels of description and composes biographical/historical notes, to facilitate research and retrieval.
- Assists with the assessment of the physical condition of the collections and identifies conservation needs.
- Submits regular reports on processing and other related projects as assigned.
- Aids the Collections Management Archivist with research in response to reference questions about the North Carolina Community collection.
- Other duties as assigned.

## **QUALIFICATIONS:**

### **Required**

- MSLIS (or MLIS) or related degree, or at least 3years of experience in an archival processing role.
- Experience arranging and describing archival materials.
- Strong project management, planning, and organizational skills.
- Proficient with Microsoft Office Suite ( Excel, Word, PowerPoint, etc)
- Excellent oral, interpersonal, and written communication skills, and the ability to communicate effectively and empathetically with Community members.
- Extreme dependability and strong attention to detail.
- Subject-area knowledge related to women’s history, religious history both in the United States and across the world.
- Experience handling rare and fragile material.

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk, sit; speak; hear; use hands to handle objects. The employee may be required to occasionally bend, stoop, twist and/or lift and carry up to 20 lbs.,
- The employee will be required to operate office equipment such as computers, telephones and fax machines and work with manual filing systems.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedures, and manuals. Ability to speak effectively with other employees, members, and supervisors.

**Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Work is performed in a modern office environment.
- Some overnight travel is required.

I have reviewed and understand the essential functions of this job description in a safe manner and in accordance with established procedures. I further acknowledge that this job description is a general description of the duties of this position and my supervisor may require changes in responsibilities from time to time. I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Please check one box:

- I can perform each function without accommodations.
- I require the following accommodations to do all required functions.

\_\_\_\_\_