

Mount Allison University invites applications from qualified candidates for the position of University Archivist. This is a one year half-time appointment to commence July 1, 2021 and end on June 30, 2022.

Duties

Reporting to the University Librarian, the University Archivist is responsible for the management of the University Archives and university records, and as part of the team of librarians, participates in the broader mandates of the Libraries & Archives. The University Archivist works to make accessible, preserve and promote the use of the archival collections.

The successful candidate will be responsible for the provision of reference service, collection development, curriculum support and teaching, research and creative activities as well as service to the University. Representative responsibilities and objectives include the following:

Key duties

- Provision of reference service for researchers seeking information contained in the Mount Allison University Archives collections which may involve retrieval of records, scanning of original documents or photographs and timely responses to inquiries.
- Enable access to, discovery and promotion of archives through arrangement and description of archival records using the Canadian Rules for Archival Description (RAD) in all formats acquired by the Mount Allison University Archives, the preparation and maintenance of finding aids, and the development of databases and digital repositories for the management of operational records.
- Manage the acquisition, appraisal (both archival and monetary), accessioning and use of University records of permanent value and the private records of individuals and organizations that align with the acquisition mandate and support the teaching focus of the University. The appraisal function also requires participation on the University Acquisitions Committee.
- Oversee legal documentation that addresses ownership rights including: deeds of gift, transfer and loan agreements. The incumbent will also be responsible for rights declarations for the intellectual content contained within the records of the archival collections.
- Digitize materials that promote the use of archival records and respond to the needs and expectations of the student, faculty and broader researcher communities. This can also include the creation of virtual exhibitions which highlight digitized content and promote greater access to the content.
- Undertake administrative and managerial duties to ensure the effective functioning of the unit including: oversight of the supplies account, in-house treatments to stabilize or re-house fragile content, work with outside monetary appraisers and external conservators on project specific collections or items.
- Promote the work of the archives via granting agencies which support student-focused learning opportunities.

Additional duties and projects may include:

- Encourage and cultivate donors of archival records and donation of funds in support of the unit.
- Delivery of a coordinated program of outreach and instruction for the university community to enhance awareness and use of the archival records for research, teaching, administrative and University Advancement purposes.
- Make recommendations on digital preservation for both the archives' own operational requirements and the university wide records management program, working collegially with University partners.
- Expand library reference materials for the unit and direct the student honours thesis collection in tandem with Technical Services.
- Participate in University and Libraries & Archives committees as appropriate.

The incumbent will also be expected to fulfill duties in the Libraries & Archives, in line with current needs and the Archivist's particular expertise.

Qualifications and requirements

Qualifications for this position include an MAS / MLIS / MIS with archival concentration, or equivalent from an ALA accredited library school. The ideal candidate will have demonstrated abilities and a minimum of two years relevant experience in archival work, preferably in an academic environment, and with some working experience in a library. The successful candidate must possess excellent oral and written communication skills; a strong public service centered philosophy, the ability to work well in a collegial environment, and a keen interest in developing specialized archival collections. Experience working with Inmagic DB/TextWorks and / or AtOM will be considered an asset.

This position is represented by the Mount Allison Faculty Association (MAFA) and participation and involvement in scholarship, duties in the library, and service is expected. The appointment will be made at the rank of Assistant Librarian. Salary will be within the established range and commensurate with qualifications and experience. Review of applications will begin May 31, 2021, and continue until the position is filled. A letter of application, curriculum vitae, and the names and contact information for three referees should be addressed to:

David Mawhinney, Chair of the Search Committee
 Mount Allison University Libraries and Archives
 49 York Street
 Sackville, NB E4L 1C6
 Phone: (506) 364-2563 Fax: (506) 364-2617

Applications will be accepted in electronic form and should be emailed to Carol Wilson, Administrative Assistant, at cwilson@mta.ca.

Mount Allison University, located in Sackville, NB, is a leader in providing quality liberal education to undergraduate students in arts, sciences, social sciences, fine arts and music. Mount Allison's intimate educational environment extends learning beyond the classroom, encouraging

the growth of the whole person through a full range of experiences in the campus and community.

The Mount Allison University Libraries & Archives are committed to working with students and faculty in order to meet their academic and research needs. Mount Allison Libraries & Archives includes the Ralph Pickard Bell Library which is the main library, the Alfred Whitehead Music Library, and the University Archives. We invite you to look at our website for more information about the Libraries & Archives and about the University at www.mta.ca.

Mount Allison acknowledges, honours, and respects that the land named Sackville, NB is part of the unceded territory of the Mi'kmaq People who are the historic inhabitants, custodians, and dwellers on the land where our University is built and confirms its commitment to strengthening relationships with all Indigenous people.

Mount Allison is committed to diversity and inclusiveness. We encourage applications from members of racialized communities, Indigenous persons, persons with disabilities, and persons of all sexual and gender identities. We seek candidates with qualifications and knowledge to contribute specifically to the further diversification of our campus community.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents are given priority. Canadians and permanent residents should indicate their citizenship status in their application.