USW Casual Job Posting

Title: Archivist (Casual)

Faculty/Division: U of T Scarborough

Department: UTSC Library

Job Description

About us:

The UTSC Library is a leader in academic library service and program development. The library supports research and study by housing an extensive network of scholarly materials in many formats. The library offers an extensive reference and research service and holds a local collection of about 400,000 print items, journal subscriptions, sound recordings, videos and films, a leisure reading collection, special research and archival collections. The library's collections are complemented by our services and professional staff of librarians and technicians that support the daily operation of a library that is committed to promoting equity, diversity and inclusion to help create a truly rich and engaging academic experience.

Your opportunity:

Reporting to the Collections Librarian, the Archivist is responsible for contributing to archival policies, procedures, and standards for the use, storage, and preservation of materials for archives and special collections belonging to the UTSC Library. The incumbent will assist with the accession, arrangement, description, preservation, and storage of the Library's archives and special collections, including original descriptive cataloguing of resources and archive materials, and provide relevant information for the development of promotional materials. The incumbent will foster positive relationships in working with donors to acquire materials, including probing for information, preparing deed of gift, and drafting gift agreements. The current finding aids for UTSC’s holdings are available at Discover Archives.

Your responsibilities will include:

• Conducting archival appointments with the UTSC community
• Meeting with potential donors to assess materials and reach agreement on the donation of material to the archives
• Assessing and determining the condition of archival materials
• Verifying that metadata has been entered according to established industry standards
• Implementing plans and process improvements for collections acquisition activities
• Creating finding aids to ensure collection materials are accessible
• Developing content for marketing and/or promotional materials

Qualifications

Essential Qualifications:
• Master's Degree with specialization in Archival Studies, or acceptable combination of equivalent experience.
• Minimum of four (4) years in a professional environment (e.g. Libraries, Museums, non-profit organizations, community organizations, or corporations) including work in archives or related information and collections management.
• Experience creating finding aids to ensure collection materials are accessible by applying established standards (e.g., RAD, ISAD(G), and ISAAR(CPF))
• Experience in archives or related information management environment using web-based archival description software (e.g., AtoM)
• Demonstrated initiative and ability to present innovative solutions to challenging problems
• Effective interpersonal skills to develop good working relations among project teams, staff, clients, peers and vendors
• Demonstrated time management skills with ability to handle and prioritize a high volume of demands and work under pressure

Assets (Nonessential):
• High level of accuracy and attention to detail
• Demonstrable productivity and ability to deal with a large volume of materials
• Demonstrable, superior organizational and time management skills

Hourly Rate: $ 38.56

Casual Term: September 2023 – February 2024

Hours of Work: Monday – Friday, 8:45 a.m. – 5:00 p.m.

Interested applicants may send their cover letter and resume, in a single (1) PDF using the following naming convention: FIRSTNAME_LASTNAME_UTSCArchivist.pdf to lindsay.gibb@utoronto.ca no later than Monday, August 7

Diversity Statement
The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons,
women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

**Accessibility Statement**
The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodation as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please let us know.