University Archivist and Records Manager (#390)  
University of Southern California  
Requisition ID: 20133701

The University of Southern California (USC) Libraries (Los Angeles, CA) seek an innovative, service-oriented archivist to join Special Collections. Reporting to the Head of Special Collections, the University Archivist and Records Manager (UA/RM) is responsible for building, stewarding, promoting, and providing access to the University of Southern California’s University Archives (UA).

As a member of Special Collections, the UA/RM also provides specialized reference and instruction around the UA collections, conducts outreach to increase engagement with the collections, develops exhibits, and works with the Libraries’ Programs and Planning unit to increase awareness and use of the collections. The UA/RM works closely with multiple stakeholders across the University to ensure compliance with existing and proposed records retention schedules and records management policies, and to transfer records of enduring value to the archives.

We value candidates with experience working in a university archive setting, and/or experience in records management, preferably within an academic setting, who are committed to DEIA work within the archives and who are comfortable working in a collaborative and fast paced environment. The successful candidate must be knowledgeable of current relevant library and scholarly information trends and practices and be able to apply this understanding to make a significant, positive impact on the USC community. Duties may include weekend and evening hours.

USC Libraries

USC Libraries faculty and staff work to advance consequential engagement with our academic and arts communities. We are committed to USC’s unifying values of accountability, integrity, excellence, open communication, well-being, and diversity, equity, and inclusion as we support the university’s students, faculty, and staff. USC Libraries take pride in our Digital Library, the Sidney Harman Academy for Polymathic Study with its Ahmanson Lab, our data and visualization services, and the library’s strong primary source collections including the history of Los Angeles and Southern California; LGBTQ history and culture, particularly relating to West Coast activities and activism; Cinematic Arts; and the Holocaust and genocide and exile studies. For more information on how our libraries support critical, creative, and ethical habits of mind at USC, visit and https://libraries.usc.edu.

Visit USC’s website for information about our students, academic programs, campuses, and research

Position Responsibilities and Duties
Reporting to the Head, Special Collections, the University Archivist and Records Manager will:

- Provide leadership for the continuing operation, expansion, and promotion of the University Archives
- Develop and lead a robust records management program for the University in collaboration with the Office of the General Counsel and the Office of the Chief Information Security Officer Data Protection Team
- Work closely with the Offices of the President and Provost, and administrative offices in all Schools and Divisions of the University, to ensure compliance with existing and proposed records management policies, provide guidance on implementation of policies, and for transfer of records of enduring value to the University Archives
- Work with Libraries’ Technical Services to ensure that collections are processed and described according to nationally accepted archival standards and practices
- Appraise existing and newly transferred archival collections for permanent retention and determine disposition of records
- Serve as point-person for University administration on legal and governance issues related to the archives in collaboration with the Office of the General Counsel
- Document diverse voices and communities across campus, particularly in collaboration with student and alumni groups
- Develop and maintain an outreach program to increase engagement with the collections, including working with university faculty in support of learning and research, creating exhibits, publications, and programs that highlight the University Archives
- Work with the Head of Special Collections, the Head of the Digital Library, and the Libraries’ Advancement Officer to identify funding opportunities to support the collections
- Work with the Libraries’ Advancement Officer to identify and cultivate donors and donations from the extended academic community
- Participates in departmental, Library-wide, and University committees as appropriate

Experience and Qualifications

**Minimum qualifications:** MLS from an ALA-accredited program or non-U.S. equivalent is typically required for a librarian appointment at USC. In addition, candidates must provide evidence of:
- Minimum of three years’ experience with institutional archives and/or records management in an academic setting
- Awareness of current trends in records management, archives, and special collections
- Awareness of current legal and regulatory frameworks for institutional records and archives
- Demonstrated experience with collection development and archival appraisal, especially in the context of DEIA work
- Experience with and understanding of extensible processing principles
- Demonstrated experience working with born digital materials and electronic records
- Experience working collaboratively with multiple stakeholders in an academic environment
- Knowledge of relevant descriptive standards, including but not limited to DACS, EAD, RDA and Dublin Core
- Experience with collection management systems, including ArchivesSpace

**Desirable qualifications:**
● Experience managing large archival processing projects
● Experience with instruction and outreach in an academic setting
● Experience working with donors
● Experience developing policies and procedures in collaborative environments
● Experience with digital asset management systems, such as Orange Logic

Faculty Appointment Rank and Salary

Rank: Assistant University Librarian or Associate University Librarian (without continuing appointment); commensurate with experience and qualifications

Librarians at USC have faculty status. This is a full-time, continuing appointment track position. Appointment to the continuing appointment track requires the potential to meet the University’s criteria for granting continuing appointment—excellence in librarianship—which librarians achieve by having a significant impact on the development and/or implementation of high-quality collections and/or services. Additionally, librarians must demonstrate the expectation of continued excellence and growth in professional expertise.

This is a 12-month full-time position. The annual base salary ranges are listed below and in accordance to rank.

Assistant University Librarian $72,000-$90,000
Associate University Librarian $72,000-$100,000

When extending an offer of employment, the University of Southern California considers factors such as (but not limited to) the scope and responsibilities of the position, the candidate’s work experience, education/training, key skills, internal peer equity, federal, state, and local laws, contractual stipulations, grant funding, as well as external market and organizational considerations.

For more on criteria and qualifications for the appointment, promotion and continuing appointment of librarians at USC, visit:

Benefits

Benefits include a choice of retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance (for employees and eligible dependents). For more information about benefits see: https://employees.usc.edu/benefits-perks/

Application Procedure

Applications must be submitted via USC’s online faculty application website:
https://usccareers.usc.edu/job/los-angeles/university-archivist-and-records-manager-390/1209/49661886784
As part of the application, candidates must upload the following documents into a single PDF file:
1) a cover letter,
2) a curriculum vitae (including telephone and e-mail address),
3) a list of at least three references that includes the name, address, telephone number, and e-mail address for each referee, and
4) a statement on fostering an environment of diversity and inclusion (no longer than one page in length).

Closing date for applications: **July 21, 2023, or until filled.**

For more information about this position, contact Sue Luftschein, Chair of the Search Committee, at luftsche@usc.edu.

USC is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other characteristic protected by law or USC policy.

We provide reasonable accommodations to applicants and employees with disabilities. Applicants with questions about access or requiring a reasonable accommodation for any part of the application or hiring process should contact USC Human Resources by phone at (213) 821-8100, or by email at uschr@usc.edu. Inquiries will be treated as confidential to the extent permitted by law.

USC will consider for employment all qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring ordinance.

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