Occidental College is a highly selective and diverse liberal arts institution located within the global metropolis of Los Angeles. Founded in 1887, it is one of the oldest liberal arts colleges on the West Coast. Occidental’s interdisciplinary focus encourages a hands-on approach to learning and includes one of the country’s best undergraduate research programs. Faculty members work closely with the College’s librarians and staff to support their teaching and research. 1,850 students from 45 states and 24 countries have compiled an impressive record of winning national awards. Our central location within the city ensures easy access to top research institutions, museums, and cultural heritage centers, including the Academy of Motion Pictures, Arts, and Sciences; the Autry Museum of the American West; Caltech; the Getty Research Institute; the Huntington Library; the Los Angeles County Museum of Art; UCLA; and USC.

The Library is seeking an innovative, energetic, and collaborative early-career Archivist to join our Special Collections and College Archives (SCCA) division. The incumbent will receive training and other professional development support to grow into this key position that will come to provide leadership and vision for Oxy’s substantial and growing archival and manuscript collections. Employing a deep commitment to diversity, equity, justice, inclusivity, and universal design concepts and methodologies, the Archivist will develop and curate collections and provide services, both online and in person, in ways that resonate with the philosophy, values, and research, teaching, and learning mission of a select, residential liberal arts college located in a large urban center.

Reporting to, and benefitting from the mentorship of, the Director of SCCA, the Archivist will select, acquire, organize, curate, preserve, and make accessible analog and digital records documenting the history of Occidental College. They will administer Oxy’s records management program and serve as the primary point of contact for the extensive College archives, fielding internal and external research requests and providing instructional sessions and materials on how to access the materials. The incumbent will also develop, manage, and promote the Library’s broader digital archive, which includes a wide range of primary source materials in addition to the College Archives. The Archivist will play a
leading role in developing, nurturing, and managing both existing and new relationships with community partners who are devoted to preserving and making available cultural heritage resources relating to Los Angeles. As a key member of the SCCA team, which also includes the Director; the Special Collections Instruction and Research Librarian; and the Coordinator of Book Arts and the History of Print Cultures, the successful candidate will also participate in information literacy instruction and engage in a variety of interpretive projects and programs, including exhibitions, publications, and presentations that feature the division’s rich variety of primary source materials.

RESPONSIBILITIES

- Develops and administers the College’s records management program. Maintains policies, procedures, best practices, and schedules for ingesting, managing, and providing access to College archival materials in all media and formats.
- Provides leadership to the campus in matters of electronic records management, historical records retention, and transference to SCCA.
- Employing a deep commitment to diversity, equity, justice, inclusivity, and universal design concepts and methodologies, selects, acquires, arranges, describes, digitizes, preserves, curates, and provides access to College archives and other archival and manuscript collections in all formats.
- Serves as the primary point of contact for the College archives, answering inquiries and research requests and providing reference, consultational, and instructional services to both internal and external constituencies. Becomes a subject expert on the history of the College.
- Develops, manages, curates, and makes accessible materials housed in the Library’s ambitious and rapidly growing digital archive program.
- Working closely with the Director of User Services, Communications, and Assessment, manages SCCA’s digitization program and projects.
- Conducts outreach, develops new relationships, and nurtures existing partnership with Los Angeles cultural heritage community partners. Adopts a lead role in creating new and managing existing community-based projects and programs.
- Participates in information literacy instruction sessions relating to primary sources research.
- Engages a variety of interpretive projects designed to showcase the College archives and other primary source materials, such as exhibits, programs, and presentations.
- Assists the Director of SCCA with fundraising initiatives and donor relations to support the College archives, digital archive, and community partnerships.
- Recruits, trains, and supervises student assistants.
QUALIFICATIONS

Required

● MLIS from an ALA accredited program or its equivalent in work experience, education, and training. MLIS students with a concentration on archives or special collections librarianship who are close to completing their degree will be considered
● Some experience of having worked in an archival or special collections repository as a student or early career professional
● Demonstrated knowledge of archival theory, records management, and other best practices in academic libraries
● Knowledge of national and international archival metadata standards and schema, such as MARC, Encoded Archival Description, and Dublin Core; content standards, such as DACS; and controlled vocabularies, such as Library of Congress authorities
● Experience with digital archiving systems and methods
● Strong support for the values of a residential liberal arts college education and determination to help strengthen the academic community by developing equitable collections and services aimed at increasing diversity and inclusivity
● Excellent listening, spoken, and written communication skills
● Team player who displays flexibility for working within a constantly evolving organization where responsibilities are shared across divisions and between individuals.
● Ability to work effectively with a diverse community and establish productive relationships across the campus and with community partners
● A clear understanding of the opportunities afforded by the integration of digital content and technologies in the teaching, learning, and research activities of faculty and students

Preferred

● Experience with the Ex Libris Alma/Primo Library Services Platform
● Strong interest in developing skills in digital archives curation and preservation

APPLICATION INSTRUCTIONS

Please submit a resume, cover letter, and names and contact information for three references (including a present or former supervisor) to resumes@oxy.edu, explaining where you learned of this opportunity, why you are attracted to the job, and how your qualifications meet the requirements of the position.

First consideration will be given to candidates applying by June 20. The position will begin in August 2022.

This position is represented by the SEIU bargaining unit.

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender
expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance. Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.