

University Archivist Tenure Track Position

The *University Archivist* will work under the general direction of the Associate University Librarian: Content Management and Discovery and work closely with the Records and Information Management Archivist. Situated in the Library & Archives, the incumbent will be expected to work independently as well as collaboratively with a team of Archives assistants, Library and University colleagues. The University Archivist will oversee the full scope of private record collections, collaborate with the RIM Archivist on university record collections, and will proactively engage with individuals and organizations to acquire archival records of enduring research value. The University Archivist will be actively engaged in ongoing donor relations, negotiation of agreements and contracts, building and promoting the research collections of the University Archives, and guiding the direction of the archival digitization program.

The University Archivist will work with others to develop and implement policies and procedures for the effective and efficient management of the University Archives. This includes the implementation of operational priorities, stewardship of physical and digital assets, promotion of existing and new collections, and oversight of discretionary funds assigned to the unit. The University Archivist is a leadership position within the Dr. John Archer Library and will include the supervision of staff and participating as a member of the Library's Leadership Team.

Requirements: A Master's degree in Archival Studies or a Master's degree with an Archival Studies specialization from a recognized university. The incumbent should have a minimum of five (5) years of experience as an archivist, with increasing levels of responsibility (staff supervision, resource allocation, budget and project management). An equivalent combination of education and experience may be considered. Extensive knowledge of archival theory and practice is required. Demonstrated history of successful relationships with archival donors, promotion and outreach for archival collections. The University Archivist is to have a demonstrated understanding of archival digitization process and the principles of digital preservation. Understanding of archival metadata standards such as RAD, EAD and Dublin Core and their importance in discovery and access is required.

For the complete position description and full list of requirements please refer to the following:
https://www.uregina.ca/library/about_contact/library_information/announcements_content/2020/938.html

Application Procedure: Applicants must apply through the University of Regina Human Resources Website (click on Academic Positions): <https://www.uregina.ca/hr/careers/opportunities.html>

Applications received before February 15, 2021 will receive preferential consideration.

The University of Regina is committed to an inclusive workplace that reflects the richness of the community that we serve. The University welcomes applications from all qualified individuals, including individuals within the University's employment equity categories of women, persons with disabilities, members of visible minorities, Indigenous persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



University of Regina

For further information, please contact:

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