



Simon Fraser University Library invites applications for a Processing and Reference Archivist. This full-time, continuing position is based at the W.A.C. Bennett Library, SFU Burnaby.

Reporting to the Head, Special Collections & Rare Books, the incumbent will be responsible for managing, arranging, describing, preserving, and promoting access to archival collections. The incumbent will also actively contribute to advancing the strategic objectives for Special Collections & Rare Books (SCRB) as outlined in the Library's Strategic Plan.

This position will be attractive to a curious, motivated, and adaptable individual with excellent communication and collaborative skills and a user-centered focus.

SETTING

We acknowledge the Sḵwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam), səl̓ílwətaʔ+ (Tsleil-Waututh), qícəy̓ (Katzie), and kʷikʷəƛ̓əm (Kwikwetlem) peoples, on whose traditional territories Simon Fraser University's three campuses stand. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices. Ranked by respected national surveys as one of Canada's top three comprehensive universities for the past 20 years, Simon Fraser University has also been consistently named one of British Columbia's Top Employers in recent years, as well as one of Canada's Top 100 employers, and one of Canada's top family-friendly employers. SFU offers more than 100 undergraduate major and joint major programs and more than 45 graduate offerings, spanning many disciplines in eight faculties, and has an international reputation for its innovative interdisciplinary and professional programs. The main W.A.C. Bennett Library is located on the Burnaby campus, while the Samuel and Frances Belzberg Library is on the Vancouver campus, and Fraser Library is at SFU Surrey.

The SFU Library is known for the development and implementation of innovative technology, leadership in Open Access, and excellent in-person and online user services. We serve an ethnically diverse student population, most of whom live off-campus and work part-time while attending university. SFU Library collaborates broadly with other institutions through membership in the Canadian Association of Research Libraries, the Association of Research Libraries, and regional consortia. For more information, see our web site at <http://www.lib.sfu.ca>.

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The [Library's Statement on Equity, Diversity and Inclusion](#) provides more information.

ASSIGNMENT

As a member of the Special Collections & Rare Books division, the Processing and Reference Archivist has the inquisitiveness, flexibility, and drive to identify and implement innovative approaches to archival management to promote and enhance user access. The Processing and Reference Archivist manages and promotes archival collections, develops partnerships, implements best practices, and serves as a leader and a peer, working closely with colleagues in SCRB, Resource Acquisition Management & Metadata (RAMM), the Digitization Centre, the Copyright Office, and the wider SFU community.

The Processing and Reference Archivist:

- is responsible for prioritizing, processing, and supervising the arrangement of acquisitions in accordance with national standards and best practices, placing an emphasis on access over producing more granular finding aids;
- coordinates reference and instructional activities with divisional colleagues to provide efficient access to faculty, students, researchers, and the public;
- recommends appropriate preservation strategies to enhance safety and security of archival holdings;
- creates and maintains databases, finding aids, and other tools facilitating discovery of and access to Special Collections holdings;
- supervises the creation of accession records and verification of new acquisitions against available descriptions, coordinates shelving of incoming materials, and updates larger location inventory;
- supervises library assistants, placement students, and other non-continuing staff on projects;
- communicates and collaborates with other Library divisions and external partners on digitization projects;
- recommends, implements, assesses, and revises processing and reference policies and procedures;
- creates Special Collections research guides and exhibits;
- compiles and analyzes daily and monthly reference statistics and generates reports;
- participates on Library-wide committees and/or task forces;
- advances the values and goals outlined in the [Library's Strategic Plan](#);
- is responsible for other duties, as assigned.

QUALIFICATIONS

Required:

- Master's degree in Archival Studies, Information Studies, Archival and Library Studies, or another graduate degree with an Archival Studies specialization, from a recognized university archival education program;
- Minimum of 2 years professional experience with arrangement and description (n.b. candidates can include internship or placement experience);
- Demonstrated knowledge of RAD (Rules for Archival Description);
- Knowledge of or experience with basic metadata standards (e.g. MARC and Dublin Core);
- Knowledge of standards for preservation, discovery, and access;
- Knowledge of copyright and intellectual property issues, Freedom of Information/Protection of Privacy (FOIPOP) legislation and requirements; and archival ethics;
- Ability to recognize, respect, and work effectively with individuals and groups with diverse perspectives and backgrounds. This extends to arranging and describing as well as providing access to Special Collections holdings that may include challenging perspectives;
- Ability to develop, maintain, and grow professional relationships and to contribute to a collegial team environment;
- Excellent interpersonal and intercultural communication skills, both orally and written;
- Commitment to continued professional development;
- Ability to advance equity, diversity, and inclusion and to identify ways in which SCRB and its holdings can advance social justice and Indigenous initiatives at the Library and SFU.

Preferred:

- Experience documenting and/or revising archival management policies and procedures;
- Experience providing archival reference services and promoting archival collections;
- Experience working with AtoM, the archival description software deployed in SCRB;
- Project management experience, especially with grant-funded initiatives;
- Experience supervising the work of others such as library support staff or students;
- Experience developing research guides, exhibits, or other tools to promote and support use of archival and manuscript holdings.

TERMS OF APPOINTMENT

This is a full-time continuing Archivist position, beginning 1 July 2020 or as soon as the successful candidate is available.

Librarians and Archivists are members of the SFU Faculty Association. Terms, conditions and benefits of employment are outlined in the Collective Agreement: <http://www.sfu.ca/content/dam/sfu/faculty-relations/home/CA.pdf>

The successful applicant will be appointed at a salary level commensurate with their experience and qualifications. Full SFU Librarian/Archivist salary scales can be viewed here:

<https://www.sfu.ca/content/dam/sfu/faculty-relations/salary/June%2030%202019%20-%20Salary%20Scale.pdf>

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.

Under the authority of the University Act, personal information that is required by the University for academic appointment competitions will be collected. For further details see:

http://www.sfu.ca/vpacademic/faculty_openings/Collection_Note.html

TO APPLY

To be given assured consideration applications must be submitted by email in one consolidated PDF document with cover letter and curriculum vitae by 9:00 a.m. Pacific time on March 23, 2020 to:

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Library Management Office	Fax: 778-782-3023
W.A.C. Bennett Library	Email: library@sfsu.ca
Simon Fraser University	