Coordinator Archival Services

Definition of Class
This is a supervisory position in which the incumbent develops and implements policies and procedures for preservation and processing of archival and manuscript materials. The incumbent oversees all archival functions, including acquisition, description, arrangement, indexing, registration, cataloging, use, preservation of collections and frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Processes and arranges archival and manuscript materials.
Oversees documentation, preservation, access, and use of archival and manuscript collections.
Locates, researches, analyzes, negotiates with donors, and acquires collections.
Provides specialized reference services to clientele.
Manages intellectual property rights and granting of permissions for publication.
Conducts or directs research into archival collections as needed.
Oversees all documentation of collections, including accessioning, cataloging and legal documentation.
Oversees all archival preservation and protection activities.
Writes and oversees implementation of and compliance with archival policies and procedures.
Prepares planning documents, survey and evaluative reports, and other documents.
Attends meetings as necessary.
Maintains quality control of work. Identifies and resolves problems when necessary.
Maintains archive website.
Conducts outreach duties, which provide services to students, faculty, community groups and other researchers.
Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates the development and implementation of archival policies and procedures.
2. Oversees the daily functions of the departmental archives.
3. Composes accurate descriptions of processed materials.
4. Supervises and trains staff.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree from a college or university in Library Science, Archival Administration, History, or a related field.

  **AND**

- **Experience:**
  Two (2) years of experience related to the above described duties.

- **Substitution Statement:**
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/IDEA employer.*

*The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*