Job Description for Archivist at Mount St. Scholastica & the Federation of St. Scholastica Archives – Atchison, Kansas (near Kansas City)

Come grow with us in our over 150 year tradition within the Catholic Church and the Benedictine Order.

SUMMARY-
The Archivist is responsible for updating, improving and maintaining both the archives of Mount St. Scholastica and the Federation of St. Scholastica collections. This includes appraising and accessioning records, arrangement and description of material, responding to queries from internal and external sources, and conducting outreach activities to promote interest in the history and legacy of the Mount and Federation. The archivist will maintain the collections in such a way that they may be accessible to future generations.

SKILLS, KNOWLEDGE, EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS
Education: Master's degree in library or information science with a concentration in archives management from an ALA-accredited program. Archival Certification a plus.

Skills: Knowledge of archival theory and practice. Experience working with digital collection, scanning, metadata description using best practices and standards. Experience with archival databases and content management systems. Processing experience. Strong project management skills, organizational, analytical, written and interpersonal skills; can work independently and as a team member; detail-oriented; knowledge of Catholic Church history and global issues desirable. Having experience as a presenter about archives information would be helpful, as an aspect of this job would be to help the Sisters understand their own collection as well as present to other Federation monastery archivists about the work of the archives.

Physical Demands: Usual office environment includes ability to lift up to 40 pounds, carry boxes, climb ladders, answer telephone as needed. Also includes standing for long periods of time such as completing large photocopying or scanning requests.

Length of time for proficiency: Requires 2-3 years previous experience working in an archive or similar environment.

RESPONSIBILITIES:
• Appraise and accessions materials transferred to the archives from monastery departments.
• Prepares collections for research by arranging and describing the contents, creating inventories and finding aids according to archival standards.
• Provides reference service to internal and external researchers as needed, responding to queries received by telephone/email/mail/fax.
• Provides records management advice to departments, Sisters and the Federation.
• Develops policies and procedures as needed.
• Orders supplies.
• Supervises volunteers.
• Develops yearly plan and budget.
WORK SCHEDULE – Full: 40 hours required per week.
A strong benefit package includes health, dental, vision, life and disability insurances as well as vacation days and holidays.

ABOUT MOUNT ST SCHOLASTICA AND THE FEDERATION OF ST. SCHOLASTICA

The archives of both the Benedictine monastery of Mount St Scholastica and the Federation of St. Scholastica are housed in the same location at Mount St. Scholastica, 801 South 8th Street, Atchison, Kansas 66002-2778. Mount St. Scholastica is one of the 19 member Benedictine monasteries of the Federation of St. Scholastica. The Mount was founded over 150 years ago and the Federation of St. Scholastica almost 100 years ago.

Atchison, Kansas is a town with a population of approximately 10,000. It is located 24 miles from St. Joseph, Missouri (population approximately 75,000) and 50 miles from Kansas City, Kansas and Missouri. There are many opportunities for hiking, state parks, sporting events, locally sourced restaurants, and cultural venues such as the Nelson-Atkins Museum of Art and the Kaufman Center for the Performing Arts in Kansas City. There are a number of nearby universities, such as Benedictine College in Atchison and the University of Missouri in Kansas City.

Please contact Sister Esther Fangman; esther@mountosb.org or (816) 678-5310

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