AUBURN
Human Resources

Archivist, McCrary Institute

Job Description

JOB INFORMATION

Job Code	AD93
Job Description Title	Archivist, McCrary Institute
Pay Grade	LM10
Range Minimum	$54,890
33rd %	$67,700
Range Midpoint	$74,100
67th %	$80,500
Range Maximum	$93,310
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	1/12/2024 10:06:20 AM

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Archives

JOB SUMMARY

The Archivist leads the creation and maintenance of a comprehensive digital portal hosting a diverse range of cybersecurity content for the McCrary Institute.

RESPONSIBILITIES

- Collaboratives, creates, and maintains a portal with the Web Engineer, Web Designer, Auburn Library, and various external vendors and partners.
- Oversees the successful operation of a dedicated cybersecurity news site and associated daily digital newsletter.
- Verifies materials for authenticity, physical condition, and historical content and analyzes materials to spot defects and determine inclusion in collections.
- Supervises contractors and services to ensure effective creation and maintenance of the digital library and associated portals.
- Aids people accessing the archives to retrieve information or to carry out research. Ensures materials are available to the public through scans and copies.
- Identifies and updates the digital library with relevant and engaging content surrounding cybersecurity which includes current and historical content.
- Works closely with the Auburn University library to develop and integrate the cyber research and policy systems and materials with the Institute’s digital library system.
- Ensures artifacts are properly cared for, including digitizing photos, maps, and other documents.
- Collaborates with the Institute’s Senior Fellows, research and policy teams to ensure they have seamless access to the materials they need through the Institute’s digital library.
- Works with other libraries and digital vendors to secure licensed access to materials for the digital archives, ensuring a rich and comprehensive collection of resources.
- Stores digitized archived materials on appropriate databases for easy usage and efficiency.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Library, Information Systems, History, Library Science, History, Archival Science or a related field.		4 years of	Experience in working in archival collections or curation of historical records in a museum or public history setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to recognize, understand and interpret archival concepts, principles, and standards.	
Knowledge of archival theories and practices.	
Knowledge in preserving historical collections, storage, and conservation techniques.	
Ability to be thorough and pay attention to detail.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting					X	
Lifting				X		
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures					X
Hazards					X
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required