

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ARCHIVAL PROCESSOR

Reports To: Designated Supervisor

UW Job Code: 3079

UW Job Family: 3D – Media/Communication/Art

SOC Code: 25-4011

FLSA: Non-exempt

Pay Grade: 18

Date: 8-1-95 (revised 7-1-02; 9-5-03; 7-1-05; 7-1-08)

JOB PURPOSE:

Use independent judgment under limited supervision to perform professional archival processing functions requiring knowledge of archival science theory and practice to receive, appraise, arrange, describe, catalog and make historical collection materials accessible, including performing holdings maintenance, or taking steps to ensure the physical longevity of the material.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive and organize collections of archival and manuscript material into folders and archival series, following theoretical principles and accounting for the specific attributes (original order, physical condition, type of material, etc.) of the particular collection.
- Consult with the department head to determine arrangement approach, as needed.
- Make judgments based on archival theory and documented local practice and priorities about which material in a collection will be retained and which will be removed.
- Make judgments based on archival method and documented local practice and priorities about which material in a collection requires special handling (e.g., non-standard enclosures, photocopying with original discarded).
- Create archival finding aids typically consisting of a brief organizational history or biography, a scope and content note summarizing the content of the collection, and an inventory or box list presenting the folders.
- Create catalog record according to national content standards and national structural standards; uses auxiliary content standards.
- Maintain records ensuring accuracy and consistency.
- Perform specific duties according to assigned position including accessioning, preservation, monitoring, customer billing, collection maintenance, or exhibit curation and production.
- Supervise students and/or volunteer workers.

SUPPLEMENTAL FUNCTIONS:

- Participate in outreach functions including leading tours, preparing instructional materials, instructing researchers, curating exhibits, and hosting public events.
- Occasionally prepare exhibits, write newsletter articles, and create other promotional material as assigned.
- Keep current with professional archival theory and practice by reading published literature and by attending meetings, professional conferences and workshops.
- Assist with special projects, as directed.

COMPETENCIES:

- Attention to Detail
- Technical/Professional Knowledge
- Independence
- Formal Presentation Skills
- Quality Orientation
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Archival and related cataloging system(s) and principles.
- Principles, methods, and practices of archival management and services, including archival outreach and promotion.
- Variety of complex standards: the Encoded Archival Description Document Type Definition of SGML (Standard General Markup Language, a web encoding protocol) and XML (Extensible Markup Language, a web protocol); national structural standards (MARC21, Dublin Core, or others); Archives, Personal Papers, and Manuscripts, 2nd edition and/or Describing Archives: A Content Standard; and auxiliary content standards such as the Library of Congress Name Authority Files, the Library of Congress Subject Headings, and the Art and Architecture Thesaurus.
- Automated storage and retrieval systems, electronic records, and electronic publication.
- Archival ethics and laws relating to archival management.
- Basic document preservation and holdings maintenance practice.
- Appraisal and collection development needs, methods, and practices related to a university research library.
- Research strategies and techniques used by a variety of disciplines and all levels of research experience.

Skills and Abilities to:

- Read, write, edit, speak, and conduct research at an advanced level; communicate technical information to non-technical personnel.
- Work well in close quarters with others; foster a cooperative work environment.
- Interpret various community interests and needs as they relate to providing appropriate archival services; interpret and evaluate client informational needs and determine appropriate alternative solutions.
- Establish and maintain effective working relationships with other employees, public officials, collection donors, professional groups, community organizations, researchers, and scholars.
- Develop and maintain indices, bibliographies, and other reference guides and materials.
- Make evaluative judgments.
- Assess objectives and operational requirements and develop and implement suitable procedures; organize resources and establish priorities.
- Maintain composure in the face of occasionally hectic pace or competing demands.
- Move up to 50 pounds occasionally.
- Operate word processing/computer equipment.
- Create, compose, and edit written materials.

WORKING CONDITIONS:

No major sources of discomfort; combined standard office and storage environment. Occasionally subjected to dust, mold and confined spaces; regularly reaches low or high to place or remove materials from shelves; may climb ladders. Must lift at least 30 pounds regularly.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.