Simon Fraser University Archives and Records Management Department invites applications from innovative, enthusiastic and service-oriented candidates for an Archivist position. Reporting to the University Archivist and based at the Burnaby campus, this full-time continuing position will be primarily responsible for appraising, acquiring, selecting, accessioning, arranging, describing, and providing access to private and public records of research interest acquired from a variety of sources (individuals, businesses, associations and societies, university departments, faculty, etc.).

Working in collaboration with their colleagues, the successful applicant will be primarily responsible for designing acquisition strategies to grow and strengthen the Archives’ research holdings, especially with regards to private records acquisition; building a network of potential donors and research partners; initiating outreach activities and supporting academic pedagogy by integrating archival materials into the teaching and research activities of the university; promoting and encouraging awareness of the role and importance of archives to the university community in general; negotiating donation agreements and accessioning incoming donations and accruals; conducting arrangement and description of archival records; and delivering client-oriented reference services to students, staff, faculty, visiting scholars and members of the general public.

This position will appeal to an individual who enjoys working with a variety of people at all levels inside and outside the university and in building and maintaining strong personal and professional relationships with donors, students and faculty in particular. The successful applicant will be passionate about promoting the value of archives and enjoy seeking out and participating in community engagement activities to raise the profile of the Department.

SFU Archives and Records Management is responsible for the administration of three corporate programs – archives, records management, and freedom of information and protection of privacy. The successful candidate will work as a collaborative member of a team of information management professionals and will be expected to participate in the overall operations of the Department. Demonstrated experience in one or more of these program areas is an asset and is in keeping with the Department's philosophy that its program areas are tied together by the concept of the record as a vital institutional asset that adds value to the university when managed effectively, but exposes the university to increased costs, risks, and liabilities when managed poorly.

SETTING

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 named one of British Columbia’s Top Employers for 2019, as well as one of Canada’s Top 100 employers, and one of Canada's top family-friendly employers. SFU is Canada’s most community-engaged research university, offering 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. SFU is comprised of three thriving urban campuses located in Burnaby, Vancouver, and Surrey. Applicants are invited to visit the Archives and Records Management Department website for more information about the Department and its mission, vision and values.

http://www.sfu.ca/archives.html
DUTIES, RESPONSIBILITIES, KNOWLEDGE AND SKILLS

The required knowledge and skills for this position are:

- A 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.

- Comprehensive knowledge of archival science as practiced in a Canadian context.

- Comprehensive knowledge of RAD.

- Comprehensive knowledge of digital preservation theory and practice.

- Excellent oral and written communication skills (in English) to provide reference service; to liaise with donors; to teach information literacy skills to students; to lead community engagement activities; and to write policies, procedures, standards, guidelines, and correspondence.

- Superior organizational and detail-oriented skills to manage projects, coordinate administrative activities, and maintain administrative documentation.

- Superior research and analytical skills to resolve problems in the delivery of the Department's integrated programs and to advise university staff on the full range of records-centric issues that fall under the Department's sphere of functional responsibility.

- Ability to develop and implement acquisition strategies by identifying priority collecting topics and themes.

- Ability to appraise the significance and suitability of records for inclusion in the Archives' permanent holdings.

- Ability to develop and maintain contacts with potential donors to build and enhance the Department's research holdings.

- Ability to assess the information needs of the Archives' clientele and to determine appropriate sources to respond to those needs, and an ability to respond effectively to changing demands inherent in public reference service.

- Ability to be persuasive in promoting the need for and the value of the Department's programs and services.

- Ability to work as a member of a team of information management professionals and to move comfortably between different, but integrated program areas and functions.

- Ability to work independently and be self-motivated with only general supervision from the University Archivist.

- Ability to work under pressure and meet deadlines when managing competing priorities and multiple projects.
• A demonstrated passion for record-keeping, archives and cultural heritage.

Applicants for the position of Archivist should demonstrate how they are qualified to perform the duties and responsibilities, and possess the required knowledge and skills necessary for the successful delivery of archival services at Simon Fraser University. In addition, applicants should also demonstrate that they possess some or all of the desired knowledge and skills that would further enhance the delivery of archival services while contributing to the collaborative delivery of the Department’s other corporate programs. See the link below for a more detailed description of the duties and responsibilities, and required and desired knowledge and skills associated with this position:

http://www.sfu.ca/content/dam/sfu/archives/Faculty/SFUArchivesArchivistDescription2019.pdf

TERMS OF APPOINTMENT

This is a full-time continuing position as a Librarian/Archivist Faculty. Appointment will be made pursuant to the SFU/SFU Faculty Association Collective Agreement (see Article 36). Only those applicants eligible to be appointed as an Archivist will be considered (see Article 36.7).

http://www.sfu.ca/content/dam/sfu/faculty-relations/collective-agreement/CA.pdf

The successful applicant will be appointed at a salary level commensurate with his or her experience and qualifications. SFU Librarian/Archivist salary scales will apply. The salary scales can be viewed at:

http://www.sfu.ca/content/dam/sfu/faculty-relations/collective-agreement/July%202017%20Salary%20Scale%20Increases.pdf

The successful applicant will become a member of the SFU Faculty Association. Benefits information is available at the link below:

http://www.sfu.ca/faculty-relations/benefits-services.html

HOW TO APPLY

Applicants are asked to submit a covering letter clearly demonstrating how your knowledge, skills, and experience correspond to the qualifications for this position; a CV; and a sample of your written work of which you are the sole author and that is representative of your prose style no later than October 15, 2019, 11:59 pm (PDT) to:

• Paul Hebbard, University Archivist and Coordinator of Information and Privacy (acting) at pgh@sfu.ca.
• Only applications received by email will be considered.
• Submit a covering letter, CV, and writing sample as one consolidated electronic file (MS Word or PDF).
• Quote in the email subject line: Archivist Job Application.

Selections for interviews will be made on the basis of the information submitted. Applicants selected for an interview will be asked to make a presentation to members of the search committee. We thank all applicants for their interest; only those applicants selected for an interview will be contacted.

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 welcomes applications from all qualified candidates, including visible minorities, persons of aboriginal heritage, persons with disabilities, and LGTBQ-identified persons.
Under the authority of the University Act, Collection of Personal Information Policy (I 10.05), and the SFU/SFUFA Collective Agreement, personal information that is required by the university for academic recruitment and hiring competitions will be collected. For further details see:

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

POSTING DURATION AND PROJECTED START DATE

Applications will be accepted until October 15, 2019. Interviews are expected to be held in November 2019. The preferred start date is January 2, 2020.