The University Library at the University of California, Santa Cruz seeks a skilled, innovative, and knowledgeable professional for a one-year temporary appointment as Project Archivist in the Department of Special Collections & Archives.

Under the general supervision of the Head of Special Collections and Archives and with direction from the Principal Archivist, the project archivist will be responsible for processing and creating finding aids for portions of two large collections (over 400 linear feet): the records of the Lick Observatory and the papers of naturalist Kenneth Norris. This is a full-time one-year position.

The Project Archivist employs archival standards and best practices to survey, arrange, describe and preserve these two collections. The Archivist is responsible for using UC Guidelines for Efficient Processing to create DACS-compliant finding aids for these collections in Archivists’ Toolkit.

During the course of the year, the Project Archivist will work together with the Principal Archivist and with graduate fellows from the Library’s Center for Archival Research and Training (CART) program.

**RANK:**  Assistant Librarian (Temporary Status)

**SALARY:**  $47,722-50,334, commensurate with qualifications and experience.

**BASIC QUALIFICATIONS:**  MLS or MLIS degree from an ALA-accredited institution, or a graduate degree in archival studies; formal coursework or training in archival management and theory; at least one year of professional archival processing experience; experience with the standards, tools, and best practices for archival processing.

Experience in using the Archivist’s Toolkit and encoding finding aids using Encoded Archival Description; demonstrated experience working with manuscripts, photographs, and other material in a special collections and archives environment; experience with efficient processing procedures, such as MPLP; experience with project management.

**PREFERRED QUALIFICATIONS:**  Experience with or demonstrated interest in the history of science, preferably astronomy or environmental studies; familiarity with copyright issues relevant to archives; ability to learn new technologies quickly and effectively; strong written, verbal, and interpersonal communication skills; ability to work independently and collaboratively in a team environment.

**POSITION AVAILABLE:**  September 1, 2015

**TERM OF APPOINTMENT:**  One year.

**TO APPLY:**  Applications are accepted via the UCSC Academic Recruit online system, and must include a letter of application that addresses how you meet the basic qualifications and preferred, if applicable, curriculum vitae, and three letters of recommendation.* Documents/materials must be submitted as PDF files.

Apply at https://recruit.ucsc.edu/apply/jpf00266

Refer to Position #jPFOO266-1ST in all correspondence.

*All letters will be treated as confidential per University of California policy and California state law. For any reference letter provided via a third party (i.e., dossier service, career center), direct the author to UCSC’s confidentiality statement at http://apo.ucsc.edu/confstm.htm

**CLOSING DATE:**  Review of applications will begin on May 28, 2015. To ensure full consideration, applications should be complete by this date. The position will remain open until filled, but not later than 12/31/2015.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees. Inquiries regarding the University’s equal employment opportunity policies may be directed to: Office for Diversity, Equity, and Inclusion at the University of California, Santa Cruz, CA 95064; (831) 459-2686.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain UCSC positions funded by federal contracts or subcontracts require the selected candidate to pass an E-Verify check. More information is available here or from the Academic Personnel Office (APO) at (831) 459-4300.

UCSC is a smoke & tobacco-free campus.

If you need accommodation due to a disability, please contact the Academic Personnel Office at apo@ucsc.edu (831) 459-4300.

VISIT THE APO WEB SITE AT:  http://apo.ucsc.edu