



## VACANCY ANNOUNCEMENT

### Professional Services Specialist 3, Computer Services

**Job Number:** 499565  
**Category:** Professional  
**Department:** Rowan University Libraries  
**Close Date:** 6/26/2024 (11:55pm)  
**Location:** Glassboro, NJ

### Summary:

Rowan University Libraries seeks a Digital Archivist to play an active role in building a digital archives program and acquiring, curating, and providing access to born-digital and digitally reformatted collection materials. The Digital Archivist will be the Libraries' lead resource for digital and data preservation as well as curation issues and solutions, and will participate in the management of a wide array of types of digital collections, including university electronic records and websites, born-digital and digitized manuscript and graphic materials, and other materials. As a member of the University Archives & Special Collections, the Digital Archivist reports to the University Archivist, and collaborates with other members of the larger Rowan University Libraries and Rowan University curatorial community to develop and implement policies and procedures for digital materials, and to strengthen the Libraries' digital repository.

### Essential Functions:

- Manage the acquisition, description, and preservation of, as well as the access to, born-digital and digitally reformatted collections
- Provide expertise and guidance in assessing, improving, and developing policies, procedures, and workflows for digital and data curation, and in selecting digital curation tools
- Provide guidance on addressing intellectual property and privacy issues with regard to data and digital collections
- Other duties as assigned

### Required Qualifications:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in one or more combination of the following: data processing, installation and maintenance of application programs, technical support, and/or design and preparation of programs.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree; and one (1) year of the above-mentioned professional experience.

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

- Minimum of one year experience working as an archivist or an archivist technician working under the direction of a professional archivist
- Knowledge of digital preservation theory and practice, including best practices, current technologies, and relevant metadata and file format standards
- Experience using typical metadata and archival descriptive standards, including DublinCore, DACS, EAD, and others
- Experience with or demonstrated aptitude to learn disk imaging, digital forensics tools, and digital preservation management software
- Excellent analytical, interpersonal, time management, project management, and organizational skills
- Excellent written and oral communication skills
- Ability to work both independently and collaboratively, including working with people with diverse backgrounds

#### **Preferred Qualifications:**

- Master's degree in library/information science or a related field, preferably with archives concentration
- Experience working in an academic library environment
- Experience with web-archiving activities and tools such as Archive-It
- Knowledge of copyright and privacy issues related to digital materials
- Knowledge of legacy digital formats and non-digital audio and audiovisual formats
- Knowledge of records management principles, standards, practices, and technical issues related to digital records

Rowan University and the Libraries are committed to advancing diversity, equity, and inclusion through our work at all levels of the organization. The [DEI Strategic Action Plan](#) for the university is publicly available, including the Libraries' specific goals (accessible using the All Library Services Units option under the Department/Unit drop-down).

In addition to a **CV/Resume** and **Cover Letter**, all candidates should submit a **Diversity, Equity, and Inclusion (DEI) Statement** of approximately one page. This statement should provide brief, specific examples of the candidate's developed knowledge of DEI principles and practices in academic library work, the candidate's experience promoting DEI through their professional work, and the candidate's plans to continue promoting DEI in their work at Rowan should they be selected for the position.

#### **Salary:**

- Range P21 (\$60,062-\$68,385)

#### **Notes:**

- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.
- Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.
- Only completed online applications submitted on or before the posted deadline will be considered.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted with your application by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/499565/digital-archivist-pss3cs-rowan-university-libraries>.