



Processing Archivist / Records Analyst *Office of Archives and Records*

Summary:

The Office of Archives and Records for the Archdiocese of New Orleans is looking for a Processing Archivist / Records Analyst who can help preserve and provide access to the historical records of the Archdiocese. The position will be responsible for creating access tools and providing reference for the public and archdiocesan staff. The ideal candidate for this position will be able to analyze and facilitate the records management functions and needs of the Archdiocese of New Orleans.

Duties and responsibilities:

- Arrange and describe permanent and historical records according to best professional practices and standards.
- Utilize access tools such as finding aids, the records management software system, microfilm, and published materials to answer in-person, telephone, and E-mail reference requests. Apply professional standards and state/federal law in providing access to records.
- Create and maintain digital objects such as images and web sites according to national standards and best professional practices to facilitate access and understanding of the Archdiocesan Archives policies, procedures, and holdings.
- Conduct office record surveys according to professional standards, determine existing filing systems and recommend alternative file plans and systems with Record Recommendations.
- Create and apply retention schedules to record series according to professional standards and state/federal law.
- Retrieve inactive record series from offices, create surrogate records for them in the records management software, and place them in the records storage center.
- Retrieve record series from closed parishes, create surrogate records for them in the records management software, and place them in the records storage center.
- Utilize the records management software system to create surrogate records, search them, catalog them for placement in the records storage center, and check out requested files for departments and agencies.
- Represent the Archives at professional events, interdepartmental meetings, and social functions.
- Monitor environmental conditions in record storage areas and make recommendations based on national standards for preservation.
- Review professional education resources to maintain a knowledge base of current professional practices and standards.
- Perform additional duties as directed by the Archdiocesan Archivist.

Knowledge, skills, and abilities required:

- Master's Degree in Archival Administration **or** Master of Library Science with a concentration of Archival Administration **or** Master's Degree in History with experience in Archival repository required.
- Coursework in history with knowledge in American Catholic History in addition to the above degrees preferred.
- One (1) year of experience in a professional archival and/or records management setting required.
- Two (2) years of experience in either of the above settings preferred.

- Archival and records management skills as defined by current professional practices and standards required.
- Preferred, in addition to the above:
 - Database creation and maintenance;
 - Familiarity with Microsoft Office application software;
 - Familiarity with HPE records management software;
 - Familiarity with HTML coding and web page creation (including Microsoft Frontpage software);
 - Knowledgeable in digital image scanning techniques and image capture.
- Ability to lift thirty-five (35) pounds required.

Please submit your cover letter, resume and three (3) references to lleumas@arch-no.org by no later than Friday, September 15, 2017. Please use “Processing Archivist – *Your Name*” in the subject line.

To submit by mail: Archdiocese of New Orleans
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