Accessioning Associate

As a member of the Archival Technical Services Unit at The Ohio State University Libraries, the Accessioning Associate is responsible for managing unit receiving workflows for all incoming archival materials and independently performing archival accessioning. The Accessioning Associate also completes complex documents for incoming donations and provides training and supervision of student employees assisting with accessioning workflows. The Accessioning Associate is responsible for applying accepted and emerging archival professional standards and best practices to arrange, describe, and provide access to the diverse archival, manuscript, art, and other format materials in the Libraries' collections.

The Accessioning Associate works as a member of the Archival Description and Access Unit, which has direct responsibility for archival collection management activities for Thompson Library Special Collections units (Rare Books and Manuscripts Library, Jerome Lawrence and Robert E. Lee Theatre Research Institute, Hilandar Research Library) and Archives units (University Archives, Ohio Public Policy Archives, Byrd Polar and Climate Research Center Archives), and collaborates with the Billy Ireland Cartoon Library and Museum on selected activities for their holdings. The unit is responsible for performing a comprehensive array of archival technical services activities, including, but not limited to: accessioning; processing; digital assets management; creating, remediating, and maintaining archival description; creating and maintaining appropriate materials housing; facilitating storage and retrieval of materials; and coordinating multiple major logistical operations in support of this work.

The Accessioning Associate works under the general supervision of the Accessioning Coordinator, and consults and collaborates with others throughout the library as appropriate. Consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of the Content and Access unit. All other duties as assigned.

Required Qualifications:
Bachelor's degree in a relevant field, or an equivalent combination of education and experience. Minimum of 2-years of professional experience in positions with primary or significant focus on archival arrangement and description. Demonstrated ability to interpret and apply complex guidelines with a high degree of accuracy. Demonstrated ability to work effectively in a highly collaborative, open office environment.

Desired Qualifications:
Master's degree in Archives, Public History, Museum Studies or related field. Prior experience performing archival accessioning. Diverse archival arrangement and description experience, including experience working with collections of many sizes, formats, and complexities. Experience creating archival description of collections according to MPLP guidelines with strong comprehension of MPLP principles. Experience supervising undergraduate student employees (or an equivalent level of supervision).

Pay Range:
$22.16 to $25.00 per hour

Application:
Please submit resume, cover letter, and online application at XXXX.

The Ohio State University is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.