

**JOB DESCRIPTION FOR
ASSISTANT ARCHIVIST, TEMPORARY**

**SAMUEL J WOOD LIBRARY
MEDICAL CENTER ARCHIVES OF
NEWYORK-PRESBYTERIAN/WEILL CORNELL**

Under the supervision of the Associate Archivist, the temporary assistant archivist will collaborate and participate in the following:

Collections

- Arranging and describing archives, manuscript, and image collections according to established standards such as DACS, and Archives policies and procedures - includes accessioning, processing, preservation, and preparation of finding aids.
- Assist the Associate Archivist in implementing policies and procedures for electronic records
- Processing and preserving electronic records according to established standards

User Services

- Assisting with reference services, including responding to email and telephone inquiries, and assisting researchers in the reference room
- Developing and/or installing exhibitions
- Contributing content to the Archives website and blog

Administration

- Maintaining responsibility for the Archives in the absence of the Associate Archivist.
- Ensuring appropriate access to the collections in compliance with HIPAA, FERPA, NYPH/WCM policies, and other applicable regulations and restrictions.

Qualifications:

Bachelor's degree in History, Archives, Library Science, or related field.

Experience processing electronic and paper-based records

Experience producing archival finding aids according to national descriptive standards such as DACS

Experience providing archival reference services

Preferred

Advanced degree in Archives, Library Science, History or related field.

Digital Archives Specialist (SAA) training or similar training is preferred.

Work Conditions

The position requires working in an office environment where there are a few physical discomforts such as dirt, dust, mold, noise and the like. The ability to lift boxes of 25 or more pounds may be necessary in course of normal duties.

Weill Cornell Medicine is an equal opportunity, affirmative action educator and employer

Contact

Please send cover letter, resume, and list of references by October 17th to.

Elizabeth Shepard

Associate Archivist

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