

The Medical Center Archives of New York-Presbyterian/Weill Cornell Medicine in New York City is seeking to fill this Academic position.

Position Title: Head, Medical Center Archives of New York-Presbyterian/Weill Cornell Medicine

Position Summary: Under the general direction of the Director of the Samuel J. Wood Library, the Head, Medical Center Archives provides leadership and strategic planning in support of the research, teaching, and preservation needs of the Medical Center community. The Archivist has overall responsibility for the Medical Center Archives, including overseeing the acquisition, processing, and access of analog and born-digital institutional records and related personal papers of all components of the Medical Center, managing several operating budgets and endowments, engaging in outreach using the archival material, facilitating a variety of reference services to internal and external constituencies, and managing two full-time faculty archivists. The successful candidate is expected to align their work within an organization that prioritizes antiracism, diversity, equity, inclusion, and mentorship among its core values.

The Medical Center Archives of New York-Presbyterian/Weill Cornell Medicine was established in 1972 and contains records dating back to 1771, the founding of the New York Hospital. The Archives is undergoing a period of transformation and serves a diverse clientele, including scholars, genealogists, students, Medical Center faculty and staff, and the public. The Archives support a range of Medical Center endeavors, including student and faculty research, continuing medical education (CME) events, grand rounds presentations, and New York Presbyterian Hospital (NYPH) and Weill Cornell Medicine (WCM) development functions.

The Head, Medical Center Archives, interacts with high-level administrators, donors, faculty, staff, students, and the public, and must have excellent interpersonal skills. As faculty, the incumbent is expected to engage with professional organizations and contribute to the scholarship of the profession. This position also plans and oversees all activities of the Heberden Society history of medicine lecture series, managing that budget as well.

A member of the Samuel J. Wood Library Leadership team, the incumbent will assist the Director and other Library and Information Technology Services leaders in strategic planning and execution of goals to enable the library to develop customized information solutions that meet identified needs, improve the efficiency of scientific or technology transfer workflows, and optimize organizational knowledge management in addition to delivery of specialized information.

Department: Medical Center Archives of New York-Presbyterian/Weill Cornell Medicine in the Samuel J. Wood Library and C.V. Starr Biomedical Information Center in Information and Technology Services

Status: Full Time, Academic/Faculty – Non-Professorial Track. The incoming academic rank will be determined by the qualifications and experience of the candidate.

Salary range: \$95,000 - \$126,000

Benefits: A comprehensive benefits package along with 24 vacation days and 6 research days.

Location: Upper East Side – Manhattan location

Position Activities:

Administration

- Leads and sets priorities to ensure the organization, preservation, and use of the collections.
- Develops and manages the annual budgets and endowments.
- Manages two faculty archivists, as well as temporary staff, interns, and volunteers – including recruiting, hiring, training, and fostering professional development.
- Coordinates an annual series of history of medicine lectures for the Heberden Society.
- Works with Library leadership and NYPH/WCM administrators to identify funding opportunities, participates in grant-writing, and cultivates donors.
- Participates in scholarly and professional activities on a local, regional, and national level.
- Coordinates the endowment-funded David J. Wolf, MD Visiting Research Scholar Program.
- Serves on the Library's Senior Management Team.

Collections

- Works with NYPH/WCM administrators and faculty, as well as individual donors, to acquire and develop diverse materials of permanent historical and research value for documenting the history and functions of the Medical Center, including filling gaps in the existing collection.
- Oversees processing, accessioning, and preservation of the historic collections in alignment with professional standards, such as DACS.
- Works with facilities to improve environmental conditions in archival storage areas and ensure long-term preservation of collections.
- Ensures that born-digital materials of archival value are preserved and made accessible to users.
- Develops and executes projects to digitize appropriate portions of the collection to enhance access and content preservation.

User Services

- Coordinates reference services appropriate to current and potential users of the archival collections.
- Promotes use of the collections through outreach efforts, presentations, and tours to groups, providing instruction in the use of the archives, and working with NYPH/WCM faculty and staff to identify opportunities to use archival collections in their work.
- Provides increased access to the collections and services of the Archives via the Archives web site.

Required Qualifications:

- 1) Masters degree in Archives, Library Science, History, or a related field; Must have the ability to meet WCM requirements for appointment at the academic rank of Assistant or Associate Archivist, including a record of professional achievement, research, scholarship, and service within the archival profession.
- 2) Demonstrates excellent interpersonal and leadership skills, strong user-service orientation; ability to work cooperatively in a team environment. Demonstrates excellent organizational, written, and oral communication skills, including the ability to present data effectively.
- 3) 6+ years of increasingly responsible, professionally relevant experience, including supervisory experience.
- 4) Demonstrates knowledge of current and emerging digital technologies and services in support of archives and special collections functions, and experience in developing such technologies to the place where they are customer ready, and then integrating them into institutional workflow.
- 5) Is self-motivated and demonstrates strong initiative and ability to work independently as well as with others.
- 6) Demonstrates flexibility and calmness in stressful situations.

- 7) Possesses superior skills in problem identification, analysis, and resolution. Is a systems thinker.
- 8) Possesses an appropriate publication and presentation history commensurate with academic level.
- 9) Has a strong sense of mission and organizational commitment.
- 10) Physical ability to lift 40 lb. boxes of records.

Preferred Qualifications:

- 1) Certified Archivist
- 2) Digital Archives Specialist (DAS) training or certification from the Society of American Archivists
- 3) Experience with or interest in medical archives
- 4) Additional advanced degree in a related field

Working Conditions: Position requires working in an office environment where there are a few physical discomforts such as dust, dirt, noise and the like. Ability to work off-hours and weekends during periods of heavy work such as during budget season and for emergencies as required. Light travel between office locations, primarily within Manhattan, is required. Travel to represent the Medical Center Archives and Samuel J. Wood Library at conferences, or to work with affiliates, will also be necessary.

Privacy Notice: This position will have exposure and/or access to Protected Health Information (PHI) or Personally Identifiable Information (PII) as part of normal duties. Access to data within systems and historical records that contain significant portions of confidential staff or even medical records may be necessary for completion of daily tasks.

With regards to HIPAA and protection of employee, student subject, and patient privacy, it is the responsibility of each employee to limit viewing of PHI or PII to the minimum as necessary to perform assigned duties.

To Apply: Please email cover letter and curriculum vitae to librecruiting@med.cornell.edu with "Head, Medical Center Archives" included in the subject line.

Applications will be accepted through April 15, 2024, or until the position is filled.

Founded in 1898, and affiliated with what is now New York-Presbyterian Hospital since 1927, Weill Cornell Medical College is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine, Cornell also has Ph.D. programs in biomedical research and education at the Weill Graduate School of Medical Sciences, and with neighboring Rockefeller University and the Sloan Kettering Institute, has established a joint MD-PhD. program for students to intensify their pursuit of Cornell's triple mission of education, research, and patient care. Weill Cornell Medical College's educational mission emphasizes the importance of combining a strong foundation in the medical sciences with extensive clinical training in patient care. By promoting a true social commitment, stimulating creativity, and fostering independent thought and study, Weill Cornell Medical College continues to cultivate the best of tomorrow's leaders in the field of medicine.

Weill Cornell Medical College is an equal opportunity, affirmative action educator and employer.

We look forward to hearing from you.

<http://weill.cornell.edu>