

Weill Cornell Medicine of Cornell University in New York City is seeking to fill this Academic position.

Position Title: Technical Services Archivist, Medical Center Archives

Department: Samuel J. Wood Library and C.V. Starr Biomedical Information Center in Information and Technology Services (ITS)

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

Salary: Commensurate with experience.

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

Location: Upper East Side – Manhattan location (1300 York Avenue, New York, NY 10065)

Position Summary: Reporting to the Head, Medical Center Archives, the Technical Services Archivist is responsible for all aspects of collection management, including accessioning, arrangement, description, and preservation of archival material in accordance with professional best practices, and for the implementation and maintenance of a collection management system. The Technical Services Archivist also shares in reference and outreach responsibilities, and manages the department in the absence of the Head.

The Medical Center Archives collects, organizes, and preserves the records of NewYork-Presbyterian Hospital and Weill Cornell Medicine dating to 1771, and makes these materials available for use by students, faculty, staff, and the general public. The Medical Center Archives is at an exciting point in its history as we prepare for an upcoming 250th anniversary celebrating the founding of the second oldest hospital in the country. The Technical Services Archivist will have opportunities to spearhead new initiatives for collection management, participate in priority-setting and decision-making processes, and collaborate with colleagues. The successful candidate will participate in an organization that champions teamwork, diversity, and mentorship.

Position Activities:

- Modernizes procedures and databases related to collection management, including the identification and implementation of a new collection management system and the migration of an old database.
- Implements all collection management activities including accessioning, deaccessioning, processing, preservation, purchasing of supplies, appraisal, reappraisal, arrangement, and description according to recognized archival standards such as DACS.
- Addresses gaps in the historical collections, helping to identify records of permanent historical and research value for documenting the history of the medical center.
- Oversees onsite and offsite collection storage, including environmental management and tracking.
- Helps manage workflows for digital acquisitions, processing digital records, and managing intellectual relationships between physical holdings and digitized surrogates.
- Ensures compliance with HIPAA, FERPA, and any other legal and institutional restrictions that affect the archival collections and their availability for research.
- Helps identify funding opportunities and participates in relevant grant writing and activities.
- Participates in scholarly and professional activities at a local, regional, and national level.

- Shares in weekly reference duties.
- Assists in archival outreach activities.
- Supervises student interns or temporary processing staff, as needed.

Required Qualifications:

- 1) Master's degree in Archives, Library Science, History, or a related field.
- 2) 3-5 years of collection management experience, including preservation of mixed collections and in applying current descriptive and metadata standards.
- 3) Demonstrates knowledge of current and emerging digital technologies and services in support of archives, experience in adapting such technologies to the place where they are customer ready, and integrating them into institutional workflow.
- 4) Demonstrates excellent project management skills, strong user-service orientation, and organizational, written, and oral communication skills, including the ability to present data effectively.
- 5) Proficiency in the Microsoft suite, scanning applications, and cataloging systems.
- 6) Is self-motivated and demonstrates strong initiative and ability to work independently as well as with others in a production-oriented, collegial environment.
- 7) Possesses superior skills in problem identification, analysis and resolution.
- 8) Possesses a record of professional achievement in research, scholarship, and service, with an appropriate publication and presentation history commensurate with the WCM requirements for appointment at the academic rank of Assistant or Associate Archivist.
- 9) Has a strong sense of mission and organizational commitment.
- 10) Physical ability to lift 40 lb. boxes of records.

Preferred Qualifications:

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

Working Conditions: Position requires working in an office environment where there are some physical discomforts such as dust, dirt, mold, noise, and the like. Ability to work off-hours and weekends during periods of heavy work such as for emergencies as required. Travel to represent the Medical Center Archives and Samuel J. Wood Library at conferences, or to work with affiliates, may also be needed.

Privacy Notice: This position could 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 that contain significant portions of confidential staff or even medical records may be necessary for completion of daily tasks.

With regard to HIPAA and protection of employee, student subject, and patient privacy, it is the responsibility of each WCM 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 the search committee at njm4001@med.cornell.edu with "Technical Services Archivist, Medical Center Archives" included in the subject line.

Applications will be accepted through August 31, 2020 or until the position is filled.

Founded in 1898, and affiliated with what is now New York-Presbyterian Hospital since 1927, Weill Cornell Medicine is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine, Cornell also has PhD 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 Medicine'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 Medicine continues to cultivate the best of tomorrow's leaders in the field of medicine.

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

We look forward to hearing from you.

<http://weill.cornell.edu>