Archivist I - HigherEdJobs

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University of Wisconsin-Stout
Wisconsin's Polytechnic University

Current Employees: If you are currently employed at any of the Universities of Wisconsin, log in to Workday to apply through the internal application process.

Position Title:
Archivist I

Job Category:
Academic Staff

Employment Type:
Regular

Job Profile:
Archivist I

Job Duties:

Position Summary:

The Emerging Technologies Archivist plays a key role in advancing the University Archives and Institutional Repository by integrating cutting-edge technologies to acquire, process, and provide access to archival materials in both physical and digital formats. This position emphasizes adopting innovative digital tools and methods to enhance user experience, foster collaborative engagement with campus and community stakeholders, and support instructional integration of archival content. Actively co-leading library outreach initiatives, the archivist partners with the Archivist & Digital Publishing Specialist to ensure the long-term preservation and discoverability of institutional memory, while continually exploring and implementing emerging technologies to improve access and engagement. The person in this position reports to a designated supervisor within the University Library.

Archival Processing and Digital Access (50%)

- Arranges, describes, and digitizes archival collections using current metadata standards and archival software.
- Supports the maintenance and enhancement of the institutional repository, including metadata creation, file uploads, and quality control.
- Collaborates on the implementation of digital preservation strategies and workflows.
- Participates in the appraisal and accessioning of new materials, ensuring proper documentation and rights management.

Instructional and Research Support (20%)

- Provides reference services to students, faculty, staff, and external researchers.
- Assists in developing instructional materials and delivering class sessions that incorporate archival content.
- Supports faculty and students in integrating archival resources into research and coursework.
- Contributes to the creation of digital exhibits and learning objects that highlight archival collections.

Outreach and Engagement (15%)

- Collaboratively co-leads cross-departmental outreach initiatives, supporting collaboration among various units within the university and promoting library and archival resources through events, exhibits, and social media campaigns.
- Assists with building and nurturing relationships with campus departments, alumni, and community partners to increase awareness and utilization of the university's archival and library resources.

Participates in the planning and execution of public programming that highlights the university's history and scholarly achievements, ensuring broad engagement across campus and beyond.

Professional Development and Emerging Technologies (10%)

Engages in ongoing professional development, professional service activities, and library planning focusing on emerging technologies and innovative archival methods.

Explores and pilots emerging technologies (e.g., AI-assisted metadata generation, agentic AI, immersive media) to improve archival workflows and user experience.

Contributes to the development of inclusive and accessible archival practices.

Serves on appropriate library, campus, or UW System committees contributing to the development of forward-thinking policies and practices.

Accepts the rights and responsibilities of an Academic Staff member as outlined in University Library policies and the UW-Stout Handbook for Unclassified Staff.

Other Duties as Assigned (5%)

Performs additional tasks in support of the University Library's mission and strategic goals.

Knowledge, Skills, and Abilities:

Excellent organization and information architecture abilities

Strong written and verbal communication skills

Commitment to public service and local history

Demonstrated ability to work collaboratively and transparently across units to achieve goals

Ability to work flexibly and creatively in rapidly changing environment

Ability to work effectively with people from a variety of culturally diverse backgrounds

Key Job Responsibilities:

Provides operational guidance on day-to-day activities of student workers

Assists with development of policies and procedures to improve user experience and workflows

Educates patrons on the use and handling of the collections and assists patrons with reference and research

Fosters relationships with professional colleagues and participates in professional development

Cultivates and maintains relationships with donors and collectors

Assists in creation and coordination of outreach and collaborative initiatives including providing instructional sessions using archival collections

Collects, appraises, arranges, and describes primary sources to make them discoverable

Department:

The mission of the University Library at UW-Stout is to cultivate critical thinking and applied learning to enhance the success of our students, faculty, and staff in an evolving information environment. We aim to advance the spirit of exploration and innovation. As the inclusive heart of campus, we aspire to be an essential partner in every person's path to success.

The University Library values:
* Collaboration with diverse campus, regional and global communities
* Agility and innovation in our support of current and future needs
* Respect and Care as the Guiding Principles of our service to others
* Professional excellence in all we do
* Empowering students, faculty and staff

UW-Stout's University Library is committed to creating an inclusive campus community. Candidates who have experience working collaboratively with diverse individuals and/or groups and who can contribute to fostering an inclusive environment are encouraged to identify their experience in these areas.

University Library Strategic Plan: https://library.uwstout.edu/strategicPlan

The University Archives, part of the University Library, coordinates records management operations for the UW-Stout campus and collects and preserves locally created university records with enduring value. Stout's archivists provide robust publicly accessible digital collections, interpretive instructional sessions, and reference assistance to support the applied research of faculty, staff, and student researchers from a broad range of academic disciplines. Stout's Area Research Center serves as a constituent collection of the Wisconsin Historical Society representing Barron, Dunn, and Pepin Counties.

Compensation:

Minimum starting salary of $46,200, commensurate with qualifications and experience. A six-month probationary period is required

The Universities of Wisconsin provides an excellent benefits package including participation in the Wisconsin State retirement plan, demonstrating our commitment to the diverse needs of our employees.

- Employee Benefits: https://www.wisconsin.edu/ohrwd/benefits/
- To calculate the estimated value of your total compensation, use the Health & Retirement Contributions Estimator | Employee Benefits (wisconsin.edu)

Required Qualifications:

Master's Degree in Library or Information Science (ALA-accredited) or comparable experience with a relevant advanced degree

Strong interpersonal, written, and verbal communication skills.

Interest in or experience with emerging technologies in archives or libraries.

Demonstrated experience working with archival or special collections materials in professional, academic, and/or internship settings, with the ability to apply archival standards and best practices

Demonstrated ability to work collaboratively and independently in a team-based environment.

Preferred Qualifications:

Basic understanding of artificial intelligence (AI) tools, covering ethics, metadata creation, and user experience.

Familiarity with archival processing, metadata standards (e.g., DACS, Dublin Core), and digital preservation concepts.

Experience with institutional repositories or digital asset management systems.

Experience with outreach, public programming, or community engagement.

How to Apply:

Complete applications received by end of day, October 13th are ensured full consideration. Applications submitted after October 13th may be reviewed at the discretion of the search committee or until position is filled.

To apply, click on the APPLY button or go to: https://www.uwstout.edu/about-us/careers-jobs

Required application materials:

Cover letter (* See below) &

Curriculum vitae or resume

All final candidates will be asked to provide names, email contact information, and/or phone numbers for three (3) references, with at least one being from a manager or supervisor, during the interview process.

**Please use your cover letter to speak to each of the Minimum/Required Qualifications for this position as listed above. For each required qualification, describe your relevant experience, using specific examples from your work history to illustrate how your experience satisfies the requirement.*

It is the policy of UW-Stout to provide reasonable accommodation to qualified applicants with disabilities. If you need assistance, or accommodation in applying because of a disability, please contact us using the information below. Employment opportunities will not be denied because of the need to make reasonable accommodation for a qualified individual's disability.

Contact Information:

For questions regarding this position or recruitment, please contact:

Search Chair: Kate Kramschuster

Email: kramschusterk@uwstout.edu

If you need assistance with the online application process or if you submitted your application prior to uploading all the required application materials, please contact:

Search Coordinator: Dawn Pamperin

Email: pamperind@uwstout.edu

Guidelines to ensure consideration:

> Applicants must complete all required fields and attach all required application materials.
>
> Within your cover letter address each of the Minimum/Required Qualifications specified for this position. For each required qualification, describe your relevant experience, using specific examples from your work history to illustrate how your experience satisfies the requirement.

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Employment is contingent upon the final candidate's completing a criminal background check and being cleared to work by the Human Resources Office. Employment is also contingent upon the final candidate passing reference checks and an essential job function test, as applicable. The reference check process includes asking the final candidates' professional references questions regarding employee misconduct, sexual violence, and sexual harassment. Reference checks must be conducted at a minimum with three professional references, at least one of which must be a prior supervisor.

Final candidates with previous employment within the Universities of Wisconsin and State of WI agencies will be subject to additional reference checks.

In response to a public records request, the Universities of Wisconsin will not reveal the identities of applicants who request confidentiality in their online application, except that the identity of the successful final candidate will be released. See Wis. Stat. sec. 19.36(7).

UW-Stout is committed to providing safety and security of all members of our community in accordance with the Clery Act. For campus safety information and crime statistics visit: https://www.uwstout.edu/life-stout/police-and-parking/clery-information

UW is an Equal Opportunity Employer
Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, disability, status as a protected veteran, or any other bases protected by applicable federal or State law and UW System policies. We are committed to building a workforce that represents a variety of backgrounds, perspectives, and skills, and encourage all qualified individuals to apply.
University of Wisconsin-Stout values diversity of people, ideas and experiences. University of Wisconsin-Stout is an equal employment opportunity/affirmative action employer.
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