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HUMBER

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ADMINISTRATION POSITION OPPORTUNITY

Job Title: Manager, Humber Archives
Division/Department: Humber Libraries
Reporting To: Director, Humber Libraries
Salary: To be determined

Competition #: 2019-152
Status: Full-time
Campus: North

POSITION SUMMARY:

The Manager, Humber Archives, spearheads the strategic development and maintenance of an academic institutional archive at Humber that conforms to widely practiced Canadian archival standards and that caters to a polytechnic research audience. The Manager will establish and manage the Archive's day to-day operations, including identifying, appraising, acquiring, classifying, accessioning, arranging, describing, preserving, conserving and providing access to a variety of materials in diverse formats deemed to be of long-term historical and informational value. After an environmental scan of the available options, the incumbent will also recommend an archival content management system and maintain the system once implemented. A key component of this role is liaising across the College to recommend archival strategies to the executive team, to approach department heads regarding potential donations and to collaborate with IT and Facilities to ensure the Archive has the space and support it needs to thrive. The Manager will also promote the historical, evidential and informational value of Humber's archival holdings through various internal and external outreach activities.

QUALIFICATIONS:

The successful candidate will possess a Master of Archival Studies or Archival Science or Archival Administration OR Master of Information / Library Science with a speciality in Archives. At least three years professional archival experience in an academic setting is strongly desired. Advanced knowledge in the following five areas is essential: Canadian archival standards and best practices in accordance with the *Canadian Rules for Archival Description* (RAD); archival software programs and platforms; best practices for physical archival spaces; best practices for preservation of "born digital" archival materials; and knowledge of records-related legislation such as CPERB, FIPPA (and any other relevant privacy legislation), AODA, The Canadian Copyright Act, The Canada Evidence Act, and any other guidelines that affect the legal operation of an academic archive. Additional qualifications include: excellent analytical, verbal and written communication skills; strong problem solving, advocacy, project management, relationship building and interpersonal skills; a proven commitment to customer service and to working in a collaborative and collegial team environment; the demonstrated ability to multi-task a variety of responsibilities and projects, and adaptability within a variety of professional contexts.

***We thank all applicants for their interest in this position. Only applicants selected for an interview will be contacted.**

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Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: June 10, 2019

CLOSE DATE: June 24, 2019

All candidates are asked to submit a cover letter and resume to HR Services by applying online at:
<http://www.humber.ca/careers>