



Harvard's Recruitment Management System

Job posting preview

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Auto req ID	42507BR
Business Title	Records Manager / Archivist for Operations
School/Unit	Harvard Library
Sub-Unit	-----
Location	USA - MA - Cambridge
Job Function	Library
Time Status	Full-time
Department	Harvard University Archives
Salary Grade	056
Union	00 - Non Union, Exempt or Temporary
Duties & Responsibilities	Working under the direction of the Senior Records Manager/Archivist (SRM/A), the Records Manager/Archivist for Operations (RM/AO) is responsible for activities related to management of institutional records and overseeing provision of records center and archives transfer services to University offices, faculty and staff; ensures compliance with University policies; contributes to development of RMS records schedules and procedures; and facilitates the preservation, storage and disposal of inactive records, and other aspects of paper and electronic records management as required. This role is also responsible for providing customer focused service and building positive and constructive relationships with stakeholders by understanding their needs and problems, and providing timely communication and service.

Working independently and with a minimum of supervision, the RM/AO continually monitors the efficiency and effectiveness of records management operations including management of records center accounts at the Harvard Depository; training and assisting University staff in understanding University records policy and records management tools; and identifying records for retention or destruction using approved University records schedules, including participating in special records management projects, particularly those related to legacy issues. The RM/AO assesses and promotes the maintenance of historical records to preserve institutional memory and heritage, including identifying, appraising and facilitating transfer of records that should be preserved at the University Archives. The RM/AO also develops, coordinates, and delivers educational and training content to University staff, faculty and students.

The RM/AO collaborates with members of the Collection Development/Records Management departments and other Archives' staff on a variety of projects, and may coordinate or participate on Harvard University Archives (HUA) or Harvard Library teams or committees.

Duties and Responsibilities

- Oversees the management and provision of records storage services for University offices, faculty and staff and management of records center accounts at the Harvard Depository. Reviews and resolves problems in order to authorize transfers of institutional records to records storage at the Harvard Depository or to the University Archives.
- Communicates records management policies and practices throughout the University in a variety of forums. Trains and assists University staff in understanding University records policy and effective records management techniques.
- With the advice of the Sr. Records Manager/Archivist, writes, implements, and maintains records management procedures and guidelines.
- Assists with the development of general and office-specific records schedules based on administrative, financial, legal, and historical assessments of University records.
- Advises on operational and compliance responsibilities relating to the lifecycle management of University records regardless of media or format. Performs business process assessments, recommending solutions to records management issues. Identifies records for retention or destruction using approved University records schedules, including identifying records that should be transferred to the University Archives, and participates in special records management projects, particularly those related to legacy issues.

*See more duties and responsibilities in the Additional Information section, below.

Basic Qualifications

- Master's degree in library science, information science, or information management, with archival or records management studies required.
- Minimum 2 years professional experience in a records management or archives environment, preferably in an institutional, university setting.
- Evidence of current knowledge of laws, regulations, rules and directives applicable to the various record types created and maintained in a university/academic setting, and the ability to research updates to such laws, regulations, rules and directives, along with any trends and "best practices" in the field of records management.

- Knowledge of computer systems and databases, preferably MS Office applications including Excel and Access.
- Experience developing and presenting educational sessions and workshops required.
- Must have a current driver's license and be willing to drive to offsite meetings and settings.
- Must be able to regularly lift 40 lb. records storage boxes.

Additional Qualifications

- Strong analytical and communication/presentation skills and active client-service orientation are essential.
- Must demonstrate an ability to manage a variety of projects and tasks in a complex and dynamic environment, work in high pressure situations, and work effectively at all levels of the University community.
- Preferred formal coursework in records management.
- Experience managing or handling electronic records.
- Excellent interpersonal and organizational skills evidenced by success in a collaborative environment.
- Must demonstrate an ability to manage a variety of projects and tasks in a complex and dynamic environment and work effectively at all levels of the University community.
- Capacity to thrive in an environment of change.
- Must be detail-oriented, able to work independently and as part of a team, collaborative, and flexible.
- Record of service to the profession preferred.

Additional Information

Duties and Responsibilities continued:

- With the Senior Records Manager/Archivist and other departments at the University (e.g. Center for Workplace Development) develops and implements effective training for employees on records management matters.
- Identifies and promotes the maintenance of historical records to preserve institutional memory and heritage, including assessing with other HUA staff the long-term value of University offices' records and faculty research data to the University and the Archives, and brings historical archival records into the Archives. Assesses, appraises and facilitates transfer of archival University records to the HUA.
- Participates in the planning of information systems and applications to ensure that both paper and electronic records are maintained and transferred to the Archives as appropriate.
- Assists with the retrieval of records, as appropriate, to meet legal requests for documentation, including responses to subpoenas and similar requests for records or information.
- As necessary, assists the Collection Development Curator/Archivist with packing and preparing personal/historical archives for transfer to the University Archives.

At the Harvard Library, our work is enriched by our diverse campus community. Our unique and wide-ranging abilities, experiences, and perspectives are integral to achieving Harvard University's mission of excellence in research, teaching, and learning for our patrons, our collections, and our workplace. We believe that an inclusive environment that cultivates and promotes understanding, respect, and collaboration across our diverse workforce enables our success.

We encourage individuals with diverse backgrounds, experiences and abilities to apply to be a part of our community of over 700 staff members. Our work with faculty, students and researchers to explore answers to intellectual questions, enduring and new, and to seek solutions to the world's most consequential problems, requires that we not only reflect, but also champion our diverse society. Learn more about our contributions to the academic enterprise by visiting us at <http://lib.harvard.edu/about-us> and about the Harvard University community at <http://hr.harvard.edu/why-harvard>.

The Harvard Library is a proud member of the ACRL Diversity Alliance.

Pre-Employment Screening

Criminal
Education
Identity

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

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