

Digital Archivist (Librarian)
Old Dominion University

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Posted Nov. 13, 2024, set to expire Nov. 1, 2025

Job Title	Digital Archivist (Librarian)
Department	LIBRARY ADMINISTRATION
Institution	Old Dominion University Norfolk, Virginia

Date Posted	Nov. 13, 2024
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Professional Staff
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Academic Field(s)	Library Sciences (all categories)
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Job Website	https://jobs.odu.edu/postings/22116
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Apply By Email

Job Description

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Reporting to the Head of Special Collections and University Archives, the Digital Archivist plays a critical role in managing and preserving the Libraries' digital collections to ensure their long-term preservation and accessibility. The Digital Archivist is responsible for creating and implementing digital preservation plans, engaging in digital curation and collection development, supporting the Libraries' digital collections platform(s), creating and providing guidance on metadata for digital materials, and providing access to Old Dominion University's digital collections. The Digital Archivist administers and prioritizes multiple projects and tasks to meet the goals of the Digital Collections Program, including training, and supervising student employees and interns to assist with program activities. The incumbent is expected to work comfortably and with a high degree of expertise in a shared decision-making environment.

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Minimum required education and/or special licenses, registrations, trainings, or certifications

American Library Association accredited Master's Degree in library and information science

Minimum required level and type of experience, knowledge, skills, and abilities

- Considerable knowledge of strategies developed or adopted by the archival community for managing digital archival materials.
- Considerable knowledge of digital metadata standards and practices.
- Basic knowledge of tools and software used to capture, manage, and deliver born-digital and digitized materials.
- Basic knowledge of relevant standards and best practices for managing digital materials in an archival context, (e.g., OAIS, NDSA, PREMIS, DACS, and EAD)
- Some knowledge of intellectual property issues related to archives, libraries, and special collections and copyright issues associated digital archives materials
- Considerable service orientation and ability to work successfully with a diverse community of faculty, students, visiting scholars, university administrators, community users, and current and potential donors
- Considerable ability to work independently, as a member of a team, and partner collaboratively with colleagues across different departments and areas of expertise.
- Basic ability to learn new technical skills through research and self-study
- Some ability to participate in the preparation and management of grant proposals
- Considerable written, interpersonal, communication, and project management skills
- Some experience in an archives or special collections department or related unit in a library or similar setting
- Some experience with archival collections management tools and repositories

Preferred Qualifications

- Basic experience in an archives or special collections department or related unit in a library or similar setting
- Basic experience with archival collections management tools and repositories
- Some experience supervising and/or mentoring other employees, student workers, or interns/volunteers

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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