The Harry P. Weber University Archives & Special Collections at the John H. Evans Library, Florida Institute of Technology in Melbourne, FL is hiring an Assistant Archivist. The Assistant Archivist supports the library by assisting in the acquisition, organization, description, management, preservation, and provision of access to archival materials. This position works with the University Archivist and Special Collections Curator to plan and implement programs to promote the collections, coordinates archives and library exhibits, and provides on-site and remote reference services for and access to archival collections. Regular hours for this position are Monday - Friday 8 am - 5 pm. This position requires a Masters degree with archival concentration, Public History, or similar graduate degree. Minimum 0-2 years relevant work experience, salary $40,000.

This position:

- Arranges, describes, and makes available archival collections, creates archival finding aids according to professional standards and library policies, and participates in digitizing archival collections.
- Facilitates access to collections through outreach and reference services, both remotely and on-site.
  - Processes digital service requests for both university and researcher needs.
  - Schedules and assists researchers using archival material, informs users of relevant policies & procedures.
- Coordinates, plans, researches, supports, and implements exhibits for the University Archives, Special Collections, and Library.
- Supports team and Library-wide initiatives, documentation, events, and activities.

Preferred qualifications:

- Knowledge of, formal training, or certification in archival principles & practices
- Experience with archival arrangement and description and descriptive metadata schemas
- Good customer service skills, experience assisting library/archives patrons
- Attention to detail and good organizational skills
- Experience with Adobe Creative Suite, Microsoft Office, ArchivesSpace, DSpace, Omeka, or other content and asset management systems
- Experience working with or handling archival materials in various formats
- Experience with exhibit design and implementation
- Familiarity with copyright and rights management related to archives
- Ability to work both independently and collaboratively with a variety of audiences, including faculty, students, administrators, and the general public

About Florida Tech

Celebrating 60 years of relentlessly pursuing greatness, Florida Tech was founded in 1958 at the dawn of the Space Race that would soon define the Atlantic coast of Florida and captivate the nation. Now the premier private technological university in the Southeast, Florida Tech is a Tier 1 Best National University in U.S. News & World Report and one of just nine schools in Florida lauded by the Fiske Guide to Colleges. Ranked among the top 5 percent of 18,000 degree-granting institutions worldwide in the 2018-19 World University Rankings and named one of
just 14 U.S.-based Golden Age universities in 2018 by Times Higher Education, Florida Tech is one of the nation’s Best Value Colleges as determined by Forbes in 2018. Florida Tech offers bachelor’s, master’s and doctoral degrees in aeronautics and aviation, engineering, computing and cybersecurity, business, science and mathematics, psychology, education and communication. Learn more at www.fit.edu.

About Evans Library

The mission of the Evans Library is to enable our students and faculty to positively influence the society in which they live by creating an exceptional learning and discovery environment. The Library will enhance their support by creating and sustaining an intuitive and trusted information environment in a culturally and technologically superior setting. We are committed to developing innovative services, programs, spaces, strategies, and systems that promote discovery, dialogue, learning, and the nourishment of the human spirit. Learn more at lib.fit.edu.

About the Archives

The mission of the Harry P. Weber University Archives and Special Collections is to:

Document the history of the university and the fields and industries integral to its character through collecting activities and by undertaking projects of value and relevance;

Facilitate onsite and remote access to archives through arrangement, description, and digitization;

Be responsible stewards through the preservation of collections, both physical and digital;

Foster and enhance understanding and use of archives through education, outreach, and programming on campus and in the wider community;

Support the missions of the Library and the University by upholding an archival program in accordance with nationally and internationally recognized standards and best practices.