

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Processing Archivist- Limited Term**

**POSTED DATE:** 11/16/2021

**LOCATION:** Milwaukee, Wisconsin

**DEPARTMENT:** Archives

**GENERAL SUMMARY:**

The Processing Archivist's main responsibility will be to arrange and describe archival materials in the collection. This is a one-year limited assignment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Create processing plans and set priorities in accordance with established goals.
- Arrange and describe collections in accordance with best practices.
- Create finding aids compliant with archival metadata standards, such as DACS.
- Assess the physical condition of the collection and identify conservation needs.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE**

- Master's degree from AN ALA-accredited program with a concentration in archives management.
- Two-years of experience processing archival collections.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Strong organizational, planning and problem-solving skills.
- Ability to work both independently and collaboratively with staff.
- Experience with collection management program PastPerfect 5.0 and Microsoft Office applications.
- Demonstrated consistent accuracy and attention to detail.

**JOB TYPE:** Full-time (40 hpw)

**BENEFITS:** Medical, Dental & Vision Insurance, Life Insurance, Short & Long-term Disability, 403B Retirement benefits, Paid-time-off, and Holiday benefits are included with this position.

**For more information or a complete job description contact:  
Lindsey Van Beck, [lvanbeck@ssndcp.org](mailto:lvanbeck@ssndcp.org)**

**Please apply directly to our website or send/email cover letter, resume and salary requirements to: Lindsey Van Beck at [lvanbeck@ssndcp.org](mailto:lvanbeck@ssndcp.org).**