Simon Fraser University Library invites applications for a Project Archivist. This full-time or part-time, term position is based at the W.A.C. Bennett Library, SFU Burnaby.

Reporting to the Digital and Outreach Archivist in Special Collections & Rare Books (SCRB), the incumbent will be responsible for continuing work on SCRB’s digital collections action plan. This position will be attractive to a curious, motivated, and adaptable individual who is interested in implementing practical solutions to ensure the preservation of born-digital records.

SETTING
We acknowledge the Sḵwx̱wú7mesh Úxwhumíxw (Squamish), x�انياʔłək̕ʷəy̓əm (Musqueam), səll̓ílwətaʔɬ (Tsleil-Waututh), q̓ic̓əy̓ (Katzie), and kʷikʷəƛ̓əm (Kwikwetlem) peoples, on whose traditional territories Simon Fraser University's three campuses stand. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices. Ranked by respected national surveys as one of Canada’s top three comprehensive universities for the past 20 years, Simon Fraser University has also been consistently named one of British Columbia’s Top Employers in recent years, as well as one of Canada’s Top 100 employers, and one of Canada’s top family-friendly employers. SFU offers more than 100 undergraduate major and joint major programs and more than 75 graduate offerings, spanning many disciplines in eight faculties, and has an international reputation for its innovative interdisciplinary and professional programs. The main W.A.C. Bennett Library is located on the Burnaby campus, while the Samuel and Frances Belzberg Library is on the Vancouver campus, and Fraser Library is at SFU Surrey.

The SFU Library is known for the development and implementation of innovative technology, leadership in Open Access, and excellent in-person and online user services. We serve an ethnically diverse student population, most of whom live off-campus and work part-time while attending university. SFU Library collaborates broadly with other institutions through membership in the Canadian Association of Research Libraries, the Association of Research Libraries, and regional consortia. For more information, see our web site at https://www.lib.sfu.ca.

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The Library’s Statement on Equity, Diversity and Inclusion provides more information.

ASSIGNMENT
● Assess and compile a digital asset register for born-digital content held in SCRB and update relevant physical descriptions in AtoM
● Enumerate and assess born-digital records on removable media and high-risk items in need of reformatting/digitization
● Research and recommend a list of required hardware for digital preservation update and draft an action plan for born-digital content
● Update SFU Library Action Plan for born-digital content
● Advance the values and goals outlined in the Library’s Strategic Plan
● Other duties as assigned

QUALIFICATIONS
Required:
● Master's degree in Archival Studies, Information Studies, Archival and Library Studies, or another graduate degree with an Archival Studies specialization, from a recognized university archival education program;
● Excellent knowledge of and understanding of archival principles, standards, and practices
● Knowledge of digital preservation theory and practice
● Knowledge of AtoM
● Ability to recognize, respect and work effectively with individuals and groups with diverse perspectives and backgrounds
● Excellent interpersonal and intercultural communication skills, both orally and written
● Demonstrated ability to work accurately and completely, establish priorities, and work independently
● Excellent problem-solving skills

TERMS OF APPOINTMENT
This term Archivist position has an anticipated start date of January 4, 2022. The position is currently budgeted for 90 days of work. Depending on the successful candidate’s schedule and interest, this could be configured as either a part-time or full-time position (e.g., 2 days/week for 9 months or 5 days/week for 4 months).

Archivists are members of the SFU Faculty Association. Terms, conditions and benefits of employment are outlined in the Collective Agreement:
https://www.sfu.ca/faculty-relations/collectiveagreement.html

The successful applicant will be appointed at a salary level commensurate with their experience and qualifications. Current salary scales are available from:
https://www.sfu.ca/faculty-relations/salary.html

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and persons who identify as GBTQ2SIA+.

Under the authority of the University Act, personal information that is required by the University for academic appointment competitions will be collected. For further details see:
http://www.sfu.ca/vpacademic/faculty_openings/Collection_Notice.html

Information about what to expect when you apply for a librarian/archivist position at SFU is available here: https://www.lib.sfu.ca/about/overview/employment/what-expect-librarian-position
TO APPLY
To be given assured consideration applications must be submitted by email in one consolidated PDF document with cover letter and curriculum vitae by 5:00 pm PST on November 19 to:
Susie Smith
Library Management Office
W.A.C. Bennett Library
Simon Fraser University
Phone: 778-782-4658
Fax: 778-782-3023
Email: library@sfu.ca