

Employment Opportunity
University at Buffalo Libraries
Digital Archives Technician (Professional Position)

The University at Buffalo Libraries are seeking applicants for a Digital Archives Technician (Instructional Support Technician) to serve on a growing team of archivists responsible for creating and processing digitized and born-digital materials for all Special Collections' units within the Libraries -The Poetry Collection, Robert L. Brown History of Medicine Collection, Rare and Special books, and the University Archives. The Digital Archives Technician is primarily responsible for assisting the Digital Archivist in accessioning, preserving, processing, and providing access to unique digital resources in the University Libraries Special Collections.

Your key responsibilities will include, but are not limited to:

- Working with the Digital Archivist to accession born-digital donations to Special Collections.
- Appraising digital collections according to local and national best practices.
- Assisting the Digital Archivist in processing born-digital collections including preservation, arrangement, and description according to local and national best practices.
- Participating in reformatting obsolete and at-risk analog media.
- Creating original metadata for digital resources.
- Overseeing finding aids maintenance (additions, updates, linking to catalog records, and digital collections).
- Contributing to the development and implementation of digital preservation workflows.
- Supporting researcher discovery, access and use of born-digital collections remotely and in the Special Collections' Reading Room.
- Participating in library instruction sessions that focus on digital resources in Special Collections.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The library serves an increasingly diverse constituency of patrons, and our employees, services, collections, and policies should honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

Minimum Qualifications:

- Master's degree in library and information science from an ALA-accredited institution.
- Demonstrated awareness of the challenges and opportunities for justice, diversity, inclusion, equity and access in staffing, services, collections, and physical spaces within the Libraries, the university, and in higher education.
- Demonstrated commitment to advancing justice, diversity, inclusion, and equity in organizations.
- At least one year of relevant professional experience processing archival collections, preferably in a special collections' repository or museum.
- Demonstrated proficiency in archival theory and practice, especially accessioning, processing and description, including minimal and basic processing strategies.
- Demonstrated proficiency in the use and application of DACS, EAD, MARC, LCSH, Dublin Core, and other library and archival descriptive and content standards.
- Excellent interpersonal, communication, analytical, project management, and organizational skills.
- Demonstrated problem solving skills.
- Must be able to work effectively, both independently and collaboratively, in a collegial environment.

Preferred Qualifications:

- Familiarity with current approaches to accessioning and description of born-digital holdings.
- Familiarity with new and emerging technologies in digital preservation.

- Experience in the use and application of digital preservation systems, such as Preservica, Archivematica, etc.
- Experience in the use and application of archival content management systems, such as ArchivesSpace, Archivists' Toolkit, or Archon.
- Experience in the use and application of software used for editing digital images, audio, and video files, such as Adobe Bridge, Handbrake, Audacity, or Final Cut Pro.

Physical Demands:

Must be able to bend, lift, and carry materials up to 40 lbs.; climb ladders and step stools to remove and replace boxes on shelves; be able to stand or sit for long periods of time; have a tolerance for exposure to book dust.

Outstanding Benefits Package:

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our [benefits website](#) to learn about our benefit packages.

To Apply:

To be considered for this position, applicants must apply via the [UBJobs](#) Web site. At the time of hire, applicants must be authorized to work in the United States on a full-time basis for a period of at least two years. In your cover letter, please highlight the most relevant qualifications you would bring to this position based on the posting, and tell us how your background, perspective, and experience will help us fulfill our mission and meet our goals. All candidates who are contacted by the search committee should be prepared to discuss how they see themselves contributing to the University's equity, diversity, and inclusion efforts. We are currently reviewing applications and anticipate filling this position by August 2021. References will be contacted with advance notice.

The University at Buffalo is SUNY's most comprehensive public research university and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our [website](#) to learn more about the University at Buffalo.

Land acknowledgement: The University at Buffalo operates on the territory of the Seneca Nation, a member of the Haudenosaunee/Six Nations Confederacy. This territory is covered by The Dish with One Spoon Treaty of Peace and Friendship, a pledge to peaceably share and care for the resources around the Great Lakes. It is also covered by the 1794 Treaty of Canandaigua, between the United States Government and the Six Nations Confederacy, which further affirmed Haudenosaunee land rights and sovereignty in the State of New York. Today, this region is still the home to the Haudenosaunee people, and we are grateful for the opportunity to live, work, and share ideas in this territory.

The University Libraries, SUNY's largest academic research library, offer an outstanding array of information resources, technologies, services, and people to support academic achievement. The Libraries play a vital role in the academic success of our students, the teaching and research of our faculty, and the intellectual pursuits of our alumni and community members. Our broad selection of digital and print resources, innovative services, and expert staff support scholarly and creative achievements in new and exciting ways.

The Buffalo Niagara Region is a major metropolitan area with diverse communities and outstanding assets. Buffalo offers the amenities of a major urban area without the headaches. Friendly folks, quick commutes, charming neighborhoods and a low cost of living are among the benefits of life in the region. Three international

bridges connect the Buffalo Niagara region to Canada. Travel to the cosmopolitan city of Toronto is only 90 minutes by car. By air, we are less than an hour to New York City, Philadelphia and Washington, D.C.

The University at Buffalo is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups in order to build a culturally diverse and pluralistic University community.