



Employment Opportunity

UnBQ seeks an extremely detail-oriented, organized person to serve as an Archivist aligned with the UnBQ philosophy, vision and mission statements. The successful candidate will work with the Indigenous Languages Program staff and closely with the IT department staff to oversee the creation of a digital Indigenous languages archive. The Archivist will provide a plan for establishing a new archival program for the Indigenous Languages Program. The Archivist will develop policies and procedures, as well as research and recommend required infrastructure (software, hardware, storage facilities, etc) for establishing the archives. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements.

Principal Responsibilities:

- Asses the current records housed at the Indigenous Languages Program and create a plan for establishing an archives based upon that assessment
- Adhering to best practices in the archival profession, develop policies and procedures as well as design work flows for the processes of acquisition, appraisal, arrangement, description, digitization and access
- Research and provide recommendations on needed hardware and software for the archives including digital storage, adoption of an archival database and digital preservation
- Provide basic conversation recommendations for the care and storage of archival material including suggestions for storage facilities
- Train and assist with the training of staff and UnBQ students in the digitization and cataloguing of materials for entry into the archives
- Assist with the establishment of policy guidelines surrounding public, student, and community access to archive materials
- Procure and deploy physical infrastructure to house the archives in coordination with the IT department.

Qualifications

- Experience working with Indigenous peoples and organizations
- A degree in archival studies, information studies, or equivalent training preferred.
- Experience teaching adults
- Strong skills with digital asset management systems preferred
- 5 years experience working with archival materials and the processes of acquisition, arrangement, description, preservation, access and digitization
- Ability to work in a team environment

Posted: August 25, 2022 Closing Date: September 14, 2022 or until a suitable candidate found. Please submit resumes to: Sheila Poitras, Executive Assistant University nuxet'hot'jine thaa'ehots'j nistameyimâkanak Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780) 645-5215/ email: sheilap@bluequills.ca.