

**Digital Archivist**  
**Indiana University - Bloomington**

Direct Link: <https://www.AcademicKeys.com/r?job=253447>

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Posted Feb. 18, 2025, set to expire Jun. 20, 2025

<b>Job Title</b>	Digital Archivist
<b>Department</b>	University Archives and Special Collections
<b>Institution</b>	Indiana University - Bloomington Bloomington, Indiana
<b>Date Posted</b>	Feb. 18, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Library Services
<b>Apply Online Here</b>	<a href="https://libraries.indiana.edu/job-postings-librarians">https://libraries.indiana.edu/job-postings-librarians</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Digital Archivist**

**Indiana University**

Reporting to the Director of University Archives and Special Collections, the Digital Archivist leads and supports the University's efforts to acquire, describe, preserve, and provide access to born-digital university records and papers of IU faculty, staff and alumni. The Digital Archivist will work collaboratively with the Director, the University Records Manager, Library Technologies staff and university partners to create workflows for ingestion, appraisal, preservation, processing, description and access to born-digital records throughout the university system. The Digital Archivist will take a leadership role in the acquisition of and management of born digital records within the university records management program and collection development process, maintaining regular communication with university staff and donors.

**Responsibilities:** Develops and implements policies and procedures that facilitates the acquisition, preservation, arrangement, description, and access to born-digital materials in accordance with emerging standards and best practices. In collaboration with the University Records Manager, provides guidance and assistance to university

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offices in developing, implementing, and improving recordkeeping systems and practices as they relate to the management and preservation of electronic records. Provide guidance and assistance to university offices and donors on transfers of born digital records and papers.

**Qualifications:**ALA-accredited master's degree in library or information science OR an advanced degree in an appropriate subject discipline with relevant special collections or archival training. Minimum two years of experience working in special collections or academic archives with experience performing archival appraisal, arrangement, description, and preservation. Experience with strategies and technology such as digital forensics, digital preservation, and systems developed or adopted by the archival community for managing born-digital materials. Knowledge of privacy, confidentiality, copyright and use policies associated with archival materials.

**For complete posting with additional responsibilities, required and preferred qualifications, and benefit programs information go to** <https://libraries.indiana.edu/job-postings-librarians>

**TO APPLY:** Review of applications will begin immediately. Applications will be accepted through Friday, March 28, 2025. Interested candidates should review the application requirements and submit their application at <https://indiana.peopleadmin.com>.

Questions regarding the position or application process can be directed to [libhire@iu.edu](mailto:libhire@iu.edu)

Expected start date: August 4, 2025. Please note that this date is flexible. For more information about Indiana University Bloomington, go to <https://www.indiana.edu/>

For information about working and living in Bloomington, Indiana: <https://vpfaa.indiana.edu/work-life/index.html>

*Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment based on individual qualifications. Indiana University prohibits discrimination based on age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status, or protected veteran status. "Before a conditional offer of employment with tenure is finalized, candidates will be asked to disclose any pending investigations or previous findings of sexual or professional misconduct. They will also be required to authorize an inquiry by Indiana University Bloomington with all current and former employers along these lines. The relevance of information disclosed or ascertained in the context of this process to a candidate's eligibility for hire will be evaluated by Indiana University Bloomington on a case-by-case basis. Applicants should be aware, however, that Indiana University Bloomington takes the matters of sexual and professional misconduct very seriously."*

### Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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