York University is the leading interdisciplinary research and teaching university in Canada. York offers a modern, academic experience at the undergraduate and graduate levels in Toronto – Canada’s most international city. The third largest university in the country, York is host to a dynamic academic community of 62,000 students, faculty and staff, as well as 295,000 alumni worldwide. York’s 11 Faculties and 25 research centres conduct ambitious, ground-breaking research that is interdisciplinary and cuts across traditional academic boundaries.

Description of Position:

York University Libraries invite applications for the position of Archivist. This is a part-time appointment (17 hours per week). Responsibilities include the appraisal, arrangement, description, and physical processing of archival records, as well as reference services on an occasional basis.

Qualifications:

- Master’s in archival studies from a graduate program conforming to the Association of Canadian Archivists’ Guidelines for the Development of a Two-Year Curriculum for a Master’s of Archival Studies or MLS (or equivalent) with concentration in professional archival education
- Previous experience in an established archives, preferably in an academic setting
- Demonstrated experience in processing and providing access to archival records within an automated work environment, including working knowledge of the Rules for Archival Description. Previous experience working with AtoM is an asset.
- An understanding of copyright and privacy legislation
- Excellent organizational, analytical, and oral and written communication skills
- Ability to maintain effective working relationships with colleagues and donors
- Ability to undertake physical processing and handling of records
- Demonstrated time management skills.

Number of Hour per Week:
17 hours per week; To be scheduled between 9:00am - 5:00pm, Monday-Friday.

Compensation:
As per current CUPE 3903, Unit 4, Collective Agreement

Start Date: May 1, 2018
End Date: August 31, 2018

Date of Posting: March 6, 2018

Application Deadline: March 20, 2018

Application Procedure:
Interested applicants should send a cover letter and a recent resume, along with an application form [http://www.library.yorku.ca/web/about-us/work-with-us/ quoting position number, to libjobs@yorku.ca](http://www.library.yorku.ca/web/about-us/work-with-us/ quoting position number, to libjobs@yorku.ca)

We thank all applicants; however only those selected for an interview will be contacted.

York University encourages applications from Aboriginal peoples, persons with disabilities, members of visible minorities, and women and invites applicants to review the University’s Employment Equity Plan for employees in CUPE 3903, a copy of which is at [http://fr.info.yorku.ca](http://fr.info.yorku.ca).