



**Part-Time Archivist  
Archives and Special Collections  
York University Libraries**

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 seeks a detail-oriented archivist to work on part-time basis with the Clara Thomas Archives and Special Collections. This department acquires, preserves, and provides access to archival documents and rare books with enduring value to support research and learning by the university’s faculty, students, a community of international scholars, and the public. We are strong in the areas of Canadian history and literature, fine arts (design, music, film, and theatre), philosophy, environmental history, and sexual diversity.

**Specific Duties:**

Reporting to the Head of the Clara Thomas Archives and Special Collections, the successful candidate will:

- Review gifts-in-kind to identify records that possess enduring value and make recommendations regarding the disposition of other material
- Make recommendations for the arrangement of archival records at the fonds, series, and file levels
- Rehouse these records using archival supplies
- Describe archival records and create name authority files using AtoM software
- Perform other duties as assigned

**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 archival education
- Previous experience in an established archives, preferably in an academic setting
- Demonstrated experience in processing and describing archival records within an automated work environment, including a strong working knowledge of the Rules for Archival Description. Previous experience working with AtoM is an asset.

- An understanding of copyright and privacy legislation as they relate to archival records
- Excellent organizational, analytical, and oral and written communication skills
- Demonstrated ability to maintain effective working relationships with colleagues and donors
- Ability to undertake physical processing and handling of records
- Demonstrated effective time management skills.

**Number of Hour per Week:**

17 hours a 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, 2025**

**End Date: April 30, 2026**

**Date of Posting: March 3, 2025**

**Application Deadline: March 17, 2025**

**Application Procedure:**

Interested applicants should send a cover letter and a recent resume, along with an application form <https://www.library.yorku.ca/web/wp-content/uploads/2016/05/PTApplicationForm.March2017-1.pdf> quoting posting number, to [libapps@yorku.ca](mailto:libapps@yorku.ca)

For more information about York University Library, please visit our website at <http://www.library.yorku.ca/web/about-us/work-with-us/>. 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>.

\*\*In line with the easing of public health restrictions in other sectors in Toronto and across the province, York paused its COVID-19 [Vaccination Mandate](#) effective May 1, 2022. This decision is supported by advice from government and public health authorities and is consistent with the approach taken by other Ontario universities. If the University reinstates its COVID-19 [Vaccination Mandate](#), employees may have in-person work interrupted if out of compliance with university requirements.\*\*