

University of Regina
Dr. John Archer Library
Programming and Information Management Archivist
(Records Management Specialist)
(One Year Term Backfill – Fall 2010 to Fall 2011)

The University of Regina Library invites applications for a results oriented records management specialist who may wish to diversify their experience in this one year term position. Reporting to the Associate University Librarian, Library Information Technology, this position has the primary responsibility for developing, implementing, and maintaining an effective and integrated records management program that meets the University's current and future records and information management needs. This includes the research, development, implementation and promotion of operational systems, policies and procedures that ensure alignment of the University's record-keeping systems with current standards, legislation and archival considerations.

Context

The University of Regina is a modern, comprehensive University with a growing national reputation for excellence in teaching and research. We prepare our students to excel in the global community and our research opportunities attract the best and brightest minds. Our campus is in the heart of one of North America's largest urban parks - a striking natural setting energized by our students, faculty and staff and an ideal place to make your career. The University of Regina's Dr. John Archer Library is across the street from Wascana Park, which features beautiful Wascana Lake with extensive walking and bicycling trails. The city of Regina is home to numerous museums and parks, the Kramer IMAX Theatre, and the Regina Symphony Orchestra. Regina boasts a relaxed lifestyle with short commute times.

The Dr. John Archer Library at the University of Regina houses collections in a variety of formats. There are more than a million volumes of books, journals and government publications, approximately 1.2 million units in microformat and three kilometers of archival collections. There is a staff of approximately 70 in the Dr. John Archer Library. The Library recently completed a strategic planning process and has developed a five year strategic plan.

Archives & Special Collections is a department of the Library. It is responsible for preserving, promoting and providing access to the recorded academic and cultural heritage of the University of Regina. The archival collection consists of original materials relating to the University, its faculty, staff, and students, dating from the inception of Regina College in 1911 to the present day. This includes both official records from all areas of the University and private papers with a special focus on the visual arts, journalism, and Saskatchewan literature. A digital repository and a comprehensive thesis collection are also included. Archives and Special Collections is mandated to advise and assist University units in the management of their records from the time of creation through to disposition. A comprehensive records management program is under development with a Records & Information Management Policy approved by the Board of Governors in 2009 and the commencement of function-based record classification and retention schedule design on a unit-by-unit basis.

The Programming and Information Management Archivist has responsibility for developing, implementing, and maintaining an effective and integrated records management program that meets the University's current and future records and information management needs. This position is also involved in outreach and instruction to the campus community to enhance

awareness and use of the Library's collection of archival materials and contributes to the digital presence of University Archives. The position also entails policy development and maintenance, provision of reference services, and staff supervision. This is an in-scope, administrative position and salary will be commensurate with experience and qualifications. Archivists are members of the University of Regina Faculty Association and are encouraged to take part in scholarship, research or professional activities.

Functions

Under general direction of the Associate University Librarian for Library Information Technology, the incumbent will perform the following functions, with a primary focus on the records management aspects of the role:

- Working with campus stakeholders and Archives staff, lead the development, implementation, and maintenance of an effective and integrated records management program that meets the University's current and future records and information management needs. This includes the research, development, implementation and promotion of operational systems, policies and procedures that ensure alignment of the University's record-keeping systems with current standards, legislation and archival considerations.
- Oversee transfers of University records to the Archives.
- Supervise assigned staff and students in executing projects related to records management and programming.
- Serve as Secretary to the University Records and Information Management Committee.
- Cultivate relationships and identify potential records management partnerships with both internal and external communities.
- Participate in library-wide planning and cross-functional activities, and foster effective working relationships with other library units.
- Contribute to institutional planning as a member of library and university councils and committees.
- Working with Archives and other library staff, provide, coordinate, and lead the delivery of presentations, instruction sessions, and/or exhibits to members of the campus and the general public, utilizing and highlighting the collections of University Archives.
- Working with the University Librarian, the University Archivist, Associate University Librarians, other library staff, and Information Services staff, contribute to the digital presence of University Archives.
- Working with the Library's Outreach and Distance Education Librarian and Archives staff, develop a coordinated program of outreach to the campus community to enhance awareness and use of the Library's collection of archival materials.
- Manage the University Archives whenever the University Archivist is absent.

Required Qualifications:

- Minimum two years records management experience in an academic, government or corporate setting;

- Demonstrated experience developing and implementing records classification and retention schedules in a complex setting, including analyzing client functions, procedures and activities to determine classification, retention and disposition requirements;
- A graduate degree in archival studies is preferred. Candidates with an ALA-accredited master's degree in information/library science supplemented by significant records management experience may also be considered;
- Knowledge of current trends, approaches, and issues in the profession;
- Experience with the management of public records in a complex setting, including analyzing client functions, procedures and activities to determine classification, retention and disposition requirements;
- Knowledge of provincial and national record-keeping legislation and experience developing or applying policies to ensure institutional compliance with the same;
- Demonstrated experience leading a project;
- Strong organizational, communication and interpersonal skills;

Desirable Qualifications:

- Demonstrated success creating and delivering creative outreach and instruction to targeted communities of users;
- Ability to work both independently and in collaborative and cooperative situations;
- Record of achievement and participation in relevant professional organizations;
- Proven capacity to work flexibly and with discretion and to liaise effectively with senior staff and administrators, donors, and clients;
- Demonstrated leadership skills: motivated, innovative, enthusiastic, results-oriented, and calm under pressure;
- Demonstrated analytical and problem-solving skills;
- Highly developed interpersonal skills: respectful of colleagues, clients and staff; the ability to build consensus and resolve conflict;
- Excellent written and oral communication skills;
- Supervisory experience in a unionized academic environment is an asset.

Benefits:

- Librarians/Archivists are members of the University of Regina Faculty Association and are encouraged to take part in scholarship, research or professional activities. As URFA members Librarians/Archivists are also eligible for the following:
 - Two weeks of study leave per year
 - Accountable Professional Expense Account of \$1400 annually
 - Vacation, sick leave, dental, extended health care, basic group life insurance plan and other benefits
 - A cost shared Academic and Administrative Pension Plan
 - For additional information please refer to the *University of Regina Faculty Association Collective Agreement (U of R Academic Contract 2008-2011)* and the Human Resources Benefits and Pensions web site (<http://www.uregina.ca/hr/benefits-and-pensions>)
- Librarians/Archivists also receive full support for Administrative travel and additional support for professional development according to the Library's *Travel Policy and Guidelines* (available upon request)

- Salary is based on the academic rank assigned which is commensurate with the candidate's experience and qualifications.

Application Procedure: Applications must be made through the University of Regina Human Resource's website:

https://urcareers.uregina.ca/applicants/jsp/shared/Welcome_css.jsp

Applications with Curriculum Vitae, Cover Letter and three referees received by August 3, 2010 will receive preferential consideration.

The University of Regina is achieving a representative workforce and qualified diversity group members are encouraged to self-identify on their applications. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

For further information, please contact:

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