

## Position

The University of Dayton Archives and Special Collections are seeking a project archivist to process and arrange the papers of Erma Bombeck. This collection consists of personal and professional papers of this noted humorist and writer. Erma Bombeck is known to many of the post-World War II generation through her syndicated columns on motherhood and family and her books on the same subject. She was a contributor to Good Morning America for over 11 years, providing commentary from her Arizona home. Additional responsibilities will include processing other collections, metadata creation, and reference assistance. This is a temporary, 12-month position reporting to the University Archivist.

## Responsibilities

In conjunction with the University Archives staff, the Project Archivist will:

- Execute the arrangement, description, and re-housing of the Erma Bombeck Collection
- Execute the creation of a finding aid for the Erma Bombeck Collection according to DACS standards
- Implement basic preservation methods
- Provide reference and other research assistance as needed
- Process other collections in the university's holdings
- Create metadata for digitization projects
- Assist with exhibits

## This position requires

- An advanced degree in History with an emphasis on archival management or a Master's Degree in Library Science with relevant experience in special collections.
- Experience in a repository processing and cataloging archival collections
- Knowledge of current library and archival descriptive and metadata standards (e.g. Describing Archives: A Content Standard (DACS), Encoded Archival Description (EAD), Dublin Core, MODS)
- Knowledge of relevant aspects of archives operations including understanding of contemporary archival practices, trends, and emerging technologies
- Knowledge of basic preservation practices
- High level of proficiency with computers and desktop applications, including Microsoft Office suite (especially Word and Excel)
- Demonstrated consistent accuracy and attention to detail while maintaining a very high level of productivity
- Excellent interpersonal skills and ability to work effectively and cooperatively as a team member
- strong verbal and written communication skills
- Ability to bend, reach and lift boxes or volumes weighing up to 40 lbs.

A High level of proficiency with ArchivesSpace is also desired.

Interested individuals should submit a letter of interest and a resume or CV electronically to Kristina Schulz at [kschulz1@udayton.edu](mailto:kschulz1@udayton.edu) by July 26, 2021. The names and contact information for three references will be required of the finalists.

Kristina Schulz  
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