



Health Sciences
Library

Archives Technician

(JD#: JD01429)

The [Health Sciences Library](#) is welcoming applications for a full-time Archives Technician to join our team! This is an excellent opportunity for an experienced archives professional to join us in an exciting new role supporting McMaster faculty, researchers, and students.

At McMaster University, our people are our most valuable asset. We strive to attract, develop, and retain talented faculty and staff, and to foster inclusive excellence which values the strengths, perspectives, and contributions of each individual. McMaster's profile and stature have evolved to one of the Top 70 Universities in the World and recognition as Canada's Most Research Intense University. McMaster is recognized as one of the top employers in the Hamilton/Niagara region and has been recognized as one of Canada's Top Diversity employers.

McMaster University is principally sited on an attractive campus in west Hamilton, adjacent to residential neighbourhoods and the Royal Botanical Gardens' Cootes Paradise wetland and trails. It is possible to live within easy walking or cycling distance of the campus, with easy pedestrian-safe transportation on the nearby rail trail.

Located within the [Faculty of Health Sciences](#), the Health Sciences Library has played a central role in supporting health research and promoting student learning for more than 50 years. Our commitment to lifelong and interdisciplinary learning has allowed us to build one of the most sought-after learning and collaboration spaces on campus. Established in 1974, the Library's Health Sciences Archives holds over 300 metres of records documenting the fascinating history of the health sciences in Hamilton over the past two centuries. Our collection contains information on a diverse range of topics including: the history of public health and medicine in Canada, the evolution of medical education, hospital architecture, the development of midwifery and nursing education, healthcare during wartime, the treatment of disease, and, developments in women's and children's healthcare. This rich collection is widely sought after by researchers around the world.

Job Summary: Reporting to the HSL Archivist, the Archives Technician will be responsible for supporting a full range of archival functions, including accessioning new acquisitions, arranging and describing records, digital preservation activities, digitization, reference support, records retrieval and re-shelving, supplies maintenance, fulfilling copy orders, exhibition curation, supervision of student workers, and other administrative tasks.

Purpose and Key Functions:

- Receive and accession new acquisitions according to internal procedures.
- Maintain physical control over archives storage by entering accurate storage locations in the archives database, determining where new acquisitions should be shelved, and coordinating the retrieval and re-shelving of archives and other material in the archives collections.
- Conduct the physical processing of archival collections including, but not limited to, re-housing materials and sorting and listing files.

- Make appraisal for selection recommendations to the supervisor regarding the retention value of records within a collection and whether to keep, destroy, or return to donor.
- In consultation with supervisor, arrange archives into comprehensive series that are intelligible to researchers and follow archival principles and theories.
- Conduct research to discover information about unidentified archival records and develop an understanding of the historical context for collections.
- Synthesize information from a variety of reliable resources to write administrative histories and biographical sketches.
- Write archival descriptions according to standardized formats and ensure their availability in electronic form.
- Digitize archival material in various formats and maintain metadata in accordance with internal procedures.
- Identify sensitive material and consult with supervisor regarding restrictions.
- Remain current with new rules and processes for archival descriptions and practices.
- Provide research help services to researchers including reference interviews via phone, e-mail, and in person regarding the collections at the archives and related materials internal or external to the University. Refer particularly complex inquiries to supervisor.
- Conduct web and database searches for archival material.
- Receive and resolve complaints regarding archival services. Escalate complaints to supervisor when necessary.
- Follow standard procedures to assist patrons in difficult situations by referring them to Security Services.
- Responsible for unlocking and opening the archives' spaces, for monitoring while researchers are present to prevent accidental damage, vandalism, and theft of archival collections, and ensuring all patrons have exited the space prior to locking.
- Fulfill photocopying and digitization requests from researchers and coordinate their delivery
- Document reference interactions according to internal procedures.
- Train, supervise, and direct the work of work-study student employees, including monitoring the progress and quality of the work being completed.
- Support the supervisor with training, supervising, and directing the work of interns and new employees.
- Prepare documents outlining internal work-flows and procedures.
- Assist with curating physical and virtual exhibitions featuring holdings from the archives and History of Health and Medicine collection.
- Support digital preservation activities.
- Perform basic preservation and conservation activities, such as, encapsulation, cleaning and repair on a wide variety of material.
- Maintain and order archival and other supplies.
- Contribute to the creation of content to promote the archives' collections and projects for a variety of sources including social media.
- Provide tours of the archives to students, researchers, and other visitors.

Supervision

- Ongoing responsibility for hiring and supervising up to 4 temporary employees.
- Provide direction to others in how to carry out work tasks

Qualifications

- Bachelor's degree in a relevant field.
- 2 year Community College diploma in Library and Information Technology, including at least one course in archives or special collections.
- Requires 3 years of relevant experience.

Additional Information

The successful candidate will have/be able to demonstrate the following:

- Knowledge of archival concepts, such as provenance and original order
- Familiarity with archival descriptive standards, such as RAD (Rules for Archival Description)
- A strong attention to detail and ability to handle repetitive work with a high degree of accuracy
- Proficiency in general office equipment and multiple computer software applications, including MS Windows, MS Office Suite
- Ability to work independently in a diverse and fast-paced academic environment
- High level of communication, interpersonal, customer relations, and conflict resolution skills
- Strong time-management and organizational skills
- Ability to maintain a high level of confidentiality
- Ability to communicate policies with empathy, respect, and diplomacy
- An understanding of Canadian copyright and privacy legislation is an asset

Further, this role has the following physical effort considerations:

- Essential functions require ability to use a computer on a regular basis
- Extended periods of intense concentration and attention to detail and accuracy of all data entry
- Essential functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time and bending, crouching, and lifting to retrieve and re-shelve records.
- Lifting up to 40 pounds. Some lifting is overhead due to height of storage shelves.

Working at McMaster University brings a robust total rewards package, which is more than just a salary. The elements and structure of the total rewards packages vary by employee group but include:

- Employer Paid benefits including Extended Health, Dental, Emergency Out-of-Country Travel Coverage, and Basic Life Insurance
- Pension Plan Options
- Training, coaching and professional development opportunities
- Employee tuition assistance for development and education
- Opportunity to be a part of an academic environment working alongside professionals who share a passion for learning
- Progressive paid annual vacation plan

Please see the [Total Rewards Overview](#) for more information.

How to Apply

To apply for this opportunity, please submit your application online to **Job Opening #52746** at the following link: <http://bit.ly/40OWk7P>

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the "Dish With One Spoon" wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

As part of McMaster's commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to equity-seeking groups that have historically faced and continue to face barriers in employment. Please refer to the [Applicant Diversity Survey - Statement of Collection](#) for additional information.

Job applicants requiring accommodation to participate in the hiring process should contact:

- [Human Resources Service Centre](#) at 905-525-9140 ext. 222-HR (22247), or
- [Faculty of Health Sciences HR Office](#) at ext. 22207, or
- [School of Graduate Studies](#) at ext. 23679

to communicate accommodation needs.

The University is committed to providing and maintaining healthy and safe working and learning environments for all employees, students, volunteers and visitors. The University's [Vaccination Policy-COVID-19 Requirements for Employees and Students](#) (the "Vaccination Policy"), requires all McMaster community members, including employees, accessing a McMaster campus or facility in person to be fully vaccinated or to have received an exemption from the University for a valid human rights ground. While the Vaccination Policy is currently paused, it may resume quickly and on short notice, as informed by public health advice and direction. Should it become necessary in future to resume the Policy, all community members will need to demonstrate compliance at that time. Successful applicants in those positions that work in host hospitals or other healthcare sites that have active vaccination mandates in place will need to comply with these and any other health and safety measures necessary as part of their appointment. The University will continue to follow the guidance of public health organizations to define fully vaccinated status.

To ensure an ongoing and vibrant University community that meets the needs of our students, staff and faculty and supports the University mission, ability to work on-site continues to be a requirement for most University positions. The University is supportive of exploring flexible work arrangements that effectively balance operational needs and employee interests.