

**Archivist for The HistoryMakers  
University Library, University of Illinois at Chicago**

**SEARCH EXTENDED**

The University of Illinois at Chicago (UIC) Library seeks an Archivist to work with The HistoryMakers video oral history archive. This is a specially-funded position, with a one-year appointment, renewable for a period of up to three years. The incumbent will work primarily at The HistoryMakers archive in Chicago and will report to both UIC's Head of Special Collections and to The HistoryMakers's Executive Director.

**JOB SUMMARY:** The Archivist performs professional archivist, reference, and records management duties involved in the administration of The HistoryMakers video oral history archive.

**SPECIFIC RESPONSIBILITIES:**

- Implements projects to improve description, bibliographic control of and access to archival records, including creating electronic finding aids using Encoded Archival Description (EAD), creating MARC records, and assigning subject headings.
- Initiates and implements procedures for the preservation and conservation of archival materials.
- Develops documentation and trains staff in cataloging and subject analysis of archival materials.
- Hires, trains and supervises graduate assistants, program assistants and interns.
- Responds to reference inquiries from researchers using the The HistoryMakers archives.
- Participates in the usability testing of The HistoryMakers Informedia database for indexing and retrieval of interview segments.
- Writes grant proposals for projects to preserve or improve access to the archive.

**MINIMUM QUALIFICATIONS:** Master's degree in library science from a program accredited by the American Library Association and archival certification. Knowledge of American history and African-American history. Strong project planning and time management skills. Knowledge of HTML, XML, Dublin Core, OAI-PMH, and CONTENTdm or other digital asset management system. Knowledge of Library of Congress subject headings and MARC format. Knowledge of FileMaker Pro and Microsoft Access as well as other Microsoft Office applications. Five years of experience as an archivist in an academic or research library, museum, or archive.

**ADDITIONAL DESIRABLE QUALIFICATIONS:** Familiarity with the professional standards and cataloging practices of the Association of Moving Images Archivists and Oral History Association.

**Salary/rank/contract:** Salary is \$55,000. This is a twelve-month Academic/Professional appointment in the UIC Library; annual contract renewable for up to three years; 24 vacation days; 12 days of annual sick leave with additional disability benefits; 11 paid holidays; medical

insurance (contribution based on annual salary; coverage for dependents may be purchased); two dental plans available; life insurance paid by the State; participation in one of the retirement options of the Illinois State Universities Retirement System compulsory (8% of salary is withheld and is tax exempt until withdrawal); no Social Security coverage but Medicare payment required.

For fullest consideration, apply by August 10, 2007 with supporting resume and the names and addresses of at least three references to:

Annie Marie Ford  
Director of Library Human Resources  
The University Library  
The University of Illinois at Chicago  
Box 8198  
Chicago, IL 60680  
email: [lib-hr@uic.edu](mailto:lib-hr@uic.edu)  
Fax: 312-413-0424

*The University of Illinois at Chicago is an Affirmative Action/Equal Opportunity employer.*

The HistoryMakers is a 501 (c) (3) not-for-profit corporation dedicated to the creation of a video archive of first-person narratives of African Americans. The initial goal of The HistoryMakers is to create an archive of 5,000 interviews over a five-year period. Information about the archive and projects is available at: [www.thehistorymakers.com](http://www.thehistorymakers.com). The HistoryMakers headquarters is located at 1900 S. Michigan Ave., Chicago, IL 60616.

