



**Sisters of Mercy of the Americas
Mercy Archives
Mercy Heritage Center
720 Heritage Center Place
Belmont, North Carolina 28012**

JOB DESCRIPTION TEMPORARY PROCESSING ARCHIVIST

JOB TITLE: Processing Archivist
DEPARTMENT: Mercy Archives
REPORTS TO: Director, Mercy Archives
FLSA Status: Non-Exempt; Part-time, temporary

JOB PURPOSE: Mercy Archives preserves, relates, and promotes the Sisters of Mercy of the Americas through professional archival, library, heritage, and records management practices. Reporting to the director of Mercy Archives, this part-time temporary processing archivist position will work directly with the Mercy Archives Collections Manager in organizing, inventorying, and cataloging of the archival records and artifacts of the North Carolina Regional Community Collection of the Sisters of Mercy of the Americas, located at Mercy Heritage Center, the centralized archives repository, in Belmont, North Carolina. This position will be no more than 30 hours per week, for a term of no more than 8 months.

The North Carolina Regional Community collections consists of about 265 linear feet of material, with records dating from 1872-2008 relating to individual members, community life, local history and ministries in North Carolina. Records related to Guam can be found in series 200 and 600, but the complete archives are located on Guam.

Ministry records include materials related to Sacred Heart College, Belmont, NC, Mercy Hospital, Charlotte and St. Joseph's Hospital, Asheville, NC, in addition to material related to the sisters' work in parochial schools, orphanages and other ministries. Formats include documents, photographs, sound recordings, bound volumes, published reports, directories, theses, dissertations, VHS tapes and digital media.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with the Collections Management Archivist to refine an archival processing plan and sets priorities in accordance with established goals.
- Follows professional archival best practices to ensure appropriate acquisition, arrangement, description, preservation, and use of materials in the Mercy Archives.
- Contributes to development of strategies for streamlining processing workflows.
- Processes newly acquired and backlogged materials using existing collection management guidelines.
- Creates finding aids with appropriate levels of description and composes biographical/historical notes, to facilitate research and retrieval.
- Assists with the assessment of the physical condition of the collections and identifies conservation needs.
- Submits regular reports on processing and other related projects as assigned.



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- Aids the Collections Management Archivist with research in response to reference questions about the North Carolina Community collection.
- Other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Accomplish all tasks as appropriately assigned or requested.

QUALIFICATIONS:

Education, Competencies and Experience

- To perform the job successfully, an individual should have the following education, competencies, and experience.
 - MSLIS (or MLIS) or related degree, or at least 3years of experience in an archival processing role.
 - Experience arranging and describing archival materials.
 - Well versed in best practices for archival arrangement and description and the ability to discuss concepts such as: original order, provenance, More Product Less Process, and hierarchies of arrangement.
 - Broad understanding of trends in Archives as well as technical ability.
 - Strong project management, planning, and organizational skills.
 - Ability to maintain professional confidentiality when working with sensitive non-public documents.
 - Knowledge and appreciation of the demands and requirements of research, and experience conducting reference and services using archival materials.
 - Experience working collaboratively and independently with varied groups within a complex organization and rapidly changing environment.
 - Computer proficiency with a working knowledge of Microsoft applications, and scanning software and equipment and image-editing software.
 - Excellent oral, interpersonal, and written communication skills, and the ability to communicate effectively and empathetically with Community members.
 - Extreme dependability and attention to detail.
 - Understanding and appreciation of the traditions and culture associated with the Sisters of Mercy of the Americas and religious life.
 - Subject-area knowledge related to women's history, religious history both in the United States and across the world.
 - Experience handling rare and fragile material.



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AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands

The physical demands described here are representative of those that must be met by an contractor to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the contractor is occasionally required to use hands to handle objects, to stand, walk, sit, speak, hear and see.
- The contractor may be required to push/pull and carry up to 40 pounds up to 35% of the time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by a contractor to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing this function, the contractor will be primarily in an office environment.

This job description should not be construed to imply that these requirements are the exclusive standards of this position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.