

Job ID: #COPE-23-12
Job Title: Library Technician (Archives)
Department: Chancellor Paterson Library
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: COPE Level 6 **INTERNAL**

Date Posted: August 2, 2023
Closing Date: August 10, 2023

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

Reporting to the University Archivist, the Archives Technician works with students, other researchers, and archival records to support access and use of the Archives' collections. The Archives Technician provides support to people doing research in person and remotely, including through digitization work; they also perform significant amounts of archival processing/cataloguing. Working in the Archives, you will develop a rich understanding of university and regional history, and have the opportunity to share that knowledge through exhibits, social media, and tours and in-class sessions. As part of the Lakehead University Library system, you will also have opportunities to support cross-Library projects.

Job Duties

- The focus of this position is on making archival records available to Lakehead students and faculty, and the public, through various forms of archival processing.
- Inventory of newly acquired fonds or collections.
- Appraisal of individual files and items to keep or discard.
- Arrangement of records based on functional analysis or original order.

Employment Opportunity

- Keeping aware of best practices and developments in archival standards and processes for preserving physical and electronic records.
- Supports access to archival documents through selected and systematic digitalization.
- Assist with in-person and distance research queries.
- Assist with developing exhibits and public events.
- Regular temperature and humidity monitoring in the Archives using electronic dataloggers.
- Maintaining and updating Archives box and shelf numbering system and labels.
- Light tidying and maintenance of spaces as needed.
- Follows new developments in the archival field; maintains active involvement in archival or related associations and organizations.

Qualifications

- Post-secondary degree or diploma; Library technician diploma or equivalent, including courses or experience in archival work is preferred
- Follows new developments in the archival field; maintains active involvement in archival or related associations and organizations
- Familiarity with the Rules for Archival Description, Dublin Core, and other metadata standards
- Knowledge of or interest in the region and its history
- Organizational skills and attention to detail
- Good communication skills (in person, by phone, and by email)
- Knowledge of library cataloguing systems (Alma) and available databases to support research

Working Conditions

- Office environment

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.



Employment Opportunity

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements