

Job Description



1. Job Details:

Job Title:	Archive Technician	Reports to:	Head of Archives
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2. Job Purpose:

To support a full range of archival functions and activities related to the management of Library records in both English and Arabic.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:	n/a				
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	0

4. Key Result Areas:

KEY RESULT AREAS

- Support the receipt, registration, tracking and accessioning of new archival acquisitions according to professionally-established archival standards in order to ensure practices of the highest quality
- Learn how to support the implementation of ISAD-G, RAD & OAIS
- Monitor inventory of archival materials in order to ensure adequate supplies
- Box and label records for ease of storage and retrieval
- Assist with digitization of records that are identified and prioritized for preservation and access
- Assist with exhibits of archives in all formats
- Support the use of archival search and retrieval aids
- Refer research inquiries to Archivists
- Keep abreast of professional trends and developments in all areas of responsibility
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work will be required.

6. Communications and Working Relationships:

- Supervisor – contact as needed to report on work progress, and receive assignments and feedback
- Archivists – frequent contact to report on work progress, and receive assignments and feedback
- Collections team – regular contact to collaborate on internal work
- Preservation and Conservation team – contact as needed on preservation and conservation of archival documents
- Library Information Technology staff – contact as needed on hardware, software, website, connectivity, needs, and digitization projects & technology issues
- Technical Services staff – contact as needed for cataloging issues
- Faculty, researchers, students and general public – contact as needed to respond to user needs

7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from jumping to conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in a relevant field
- 2-5 years of experience working in library archives, manuscripts, special collections, or other relevant field
- Familiarity with archival theory and of the life cycle of records
- Good interpersonal and communications skills
- Excellent proficiency in both English and Arabic