



WAYNE STATE UNIVERSITY

		ISSUED: 10/6/2023
TITLE: Archivist, Architectural & Design Records	SALARY TABLE: AP	CLASS CODE: PN397
UNION: P&A	SALARY GRADE: 12	EEO CODE: 30
JOB GROUPING: 30	FLSA: Non-Exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

The Archivist for Architectural and Design Records collaborates with a dynamic community of engaged planners, construction project managers, building trades, librarians, archivists, faculty, students, and architectural, engineering, and construction professionals to support the documentation and preservation of the built environment at Wayne State University. The archive of Facilities Planning and Management at Wayne State University is comprised of original architectural and engineering drawings, landscape plans, blueprints, photographs, material samples, construction documentation, and building models documenting the history of Wayne State’s campus within the heart of Detroit.

This position will engage in acquisition, processing, preservation, digitization, promotion, use, and development of the archive within Facilities Planning and Management at WSU. Through this work, the Archivist will work to expand user access and resource discovery of primary source materials that document the history of the built environment and will support an inclusive, diverse, and collaborative work environment and service culture to advance the strategic direction of Facilities Planning and Management.

Essential Function	% Time
Engages in the acquisition, processing, preservation, digitizing, and use of archival records related to WSU’s built environment, including records documenting architecture, engineering, landscape architecture, urban planning, and historic preservation on campus; perform collection management functions in accordance with archival best practices	50%
Provides reference and research assistance and instruction to FPM staff, university vendors, and other staff, faculty, and students using archival materials from the collection	15%
Works collaboratively with the Senior Director of Planning and Space Management and the Director of Planning and Space Management to promote the use of the collections and services of the FPM archive through development of digital documentation and access to physical archives as necessary	10%
Collaborates with other university archives and special collections personnel to implement and perform electronic records management procedures to capture, describe, preserve, and provide access to FPM records and related collections	5%
Serves as liaison with the local, state, regional, and national architectural communities as it relates to documentation of WSU’s built environment	5%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Participates in archives, special collections, and digital projects through the university archives or other programs as needed	5%
Actively participates in and positively contributes to the activities of FPM, the university, and profession through such opportunities as related professional organizations, presentations, committee service, publication, etc.; keep abreast of professional literature and scholarly developments in areas of specialization and pursue opportunities for relevant professional development	5%
Performs other related duties as assigned.	5%

WORK CONTEXT

This grid characterizes the position scope.

Job Reports to:	Director
Leadership Accountability:	Implements operating plans
Supervisory Accountability:	None
Organizational Accountability:	None
Financial Accountability:	Monitors expenditures
Customer Accountability:	Interfaces with customers outside the S/C/D
Freedom to Act:	Subject to general input from supervisor

MINIMUM QUALIFICATIONS

Education Bachelor's degree

Experience Specialist (minimum 5 years of job-related experience)

Knowledge, Skills and Abilities

- Bachelor’s degree in library sciences, information sciences, or related field required. MLS/MLIS/MIS degree from an ALA accredited program or MA in architecture, landscape architecture, historic preservation, urban planning, or design preferred.
- Experience in archives, library, or museum required. Experience with information technology applications in an archive and/or library environment, including imaging technology and electronic databases preferred
- Effective oral and written communication skills; strong organizational skills
- Working knowledge of basic Microsoft Office applications required; experience with computer-aided design applications such as AutoCAD beneficial
- Working knowledge of architectural and engineering design drawings, construction bid sets, associated construction documentation and terminology
- Ability to work effectively with various groups across the university and larger architectural and preservation community as it relates to documentation of the built environment

Working Conditions

Normal office environment.

ADDITIONAL COMMENTS

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