

The Medical Center Archives of New York-Presbyterian/Weill Cornell Medicine in New York City is seeking to fill this new Academic position.

Position Title: Digital Archivist, Medical Center Archives

Position Summary: Reporting to the Head of the Medical Center Archives, the Digital Archivist is a new position responsible for collecting and managing all born-digital and digitized archival assets in the Medical Center Archives, including identifying and implementing the infrastructure and standards-based workflows needed to support digital asset accessioning, description, preservation, and access. The Digital Archivist will also establish protocols for the selection and digitization of analog archival material and will participate in processing, reference, and outreach activities.

The Digital Archivist will have opportunities to collaborate with colleagues while spearheading new initiatives for digital preservation and access. The successful candidate is expected to align their work within an organization that prioritizes antiracism, diversity, equity, inclusion, and mentorship among its core values.

Department: Medical Center Archives of New York-Presbyterian/Weill Cornell Medicine in the Samuel J. Wood Library and C.V. Starr Biomedical Information Center in Information and Technology Services

Status: Full Time, Academic/Faculty – Non-Professorial Track. The incoming academic rank will be determined by the qualifications and experience of the candidate.

Salary range: \$63,000-\$80,000

Benefits: A comprehensive benefits package along with 24 vacation days and 6 research days.

Location: Upper East Side – Manhattan location

Position Activities:

- Creates and implements standards-based policies and procedures to ensure digital archival assets are preserved, described, and made accessible to users
- Explores feasibility of implementing new systems for digital preservation, digital asset management, web archiving, and e-mailing archiving, as well as their compatibility with existing systems
- Develops and executes projects to digitize archival materials to enhance access and preservation
- Identifies and addresses legacy media formats and digital data
- Participates in collection development and accessioning of digital assets in collaboration with the Technical Services Archivist, including creating transfer models for ingesting digital content and providing perspectives on post-custodial approaches
- Provides expertise in digital forensics, when needed
- Serves as the departmental website coordinator
- Assists with appraisal, arrangement, description, and deaccessioning of analog, digital, and hybrid archival collections in accordance with best practices and priorities
- Works with Technical Services Archivist to ensure technical feasibility of collection discovery and access tools and systems

- Identifies, collects, and preserves born digital content related to special projects at Weill Cornell Medicine, including the response to COVID-19
- Works with Archives leadership to identify funding opportunities and participates in relevant grant writing
- Shares in weekly reference duties
- Participates in scholarly and professional activities at a local, regional, and national level
- Supervises student interns or temporary staff, as needed
- Assists in outreach activities, as needed

Required Qualifications:

- 1) Master's degree in Archives, Library Science, History, or a related field
- 2) Ability to meet requirements for appointment at the academic rank of Assistant Archivist, including a record of professional achievement in research, scholarship, and service
- 3) 3-5 years of experience in archival cataloging, digital asset management, digital preservation systems, web archiving, and working with data structure standards relevant to digital collections (including DACS, EAD, MODS, METS, XML, and PREMIS)
- 4) Demonstrates knowledge of current and emerging digital technologies and services in support of archives, experience in developing such technologies to be customer ready, and then integrating them into institutional workflows
- 5) Demonstrates excellent organizational and project management skills, strong user-service orientation, written and oral communication skills, and the ability to present data effectively
- 6) Self-motivated and an ability to work independently as well as with others in a production-oriented, collegial environment
- 7) Proficiency in the Microsoft suite, scanning applications, and cataloging systems
- 8) Possesses superior skills in problem identification, analysis, and resolution
- 9) Possesses an appropriate publication and presentation history commensurate with an academic level
- 10) Has a strong sense of mission and organizational commitment
- 11) Physical ability to lift 40 lb. boxes of records

Preferred Qualifications:

- 1) Specialized relevant training
- 2) Knowledge of records management best practices
- 3) Experience with or interest in medical archives

Working Conditions: Position requires working in an environment where there are some physical discomforts such as dust, dirt, mold, and noise. Ability to work off-hours and weekends during rare periods of heavy work such as for emergencies as required. Travel to represent the Medical Center Archives at conferences, or to work with affiliates, may also be needed.

Privacy Notice: This position will have exposure and/or access to Protected Health Information (PHI) or Personally Identifiable Information (PII) as part of normal duties. Access to data within systems and historical records that contain significant portions of confidential staff or even medical records may be necessary for completion of daily tasks.

With regards to HIPAA and protection of employee, student subject, and patient privacy, it is the responsibility of each employee to limit viewing of PHI or PII to the minimum as necessary to perform assigned duties.

To Apply: Please email cover letter and curriculum vitae to librecruiting@med.cornell.edu with "Digital Archivist, Medical Center Archives" included in the subject line.

Applications will be accepted through July 10, 2022, or until the position is filled.

Founded in 1898, Weill Cornell Medicine is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine in New York City and Qatar, Weill Cornell Medicine also has PhD programs in biomedical research and education at the Weill Graduate School of Medical Sciences, and with neighboring Rockefeller University and the Sloan Kettering Institute has established a joint MD-PhD program for students in pursuit of Cornell's triple mission of education, research, and patient care. Weill Cornell Medicine's educational mission emphasizes the importance of combining a strong foundation in the medical sciences with extensive clinical training in patient care. By promoting a true social commitment, stimulating creativity, and fostering independent thought and study, Weill Cornell Medicine continues to cultivate the best of tomorrow's leaders in the field of medicine.

The NewYork-Presbyterian/Weill Cornell Medical Center opened in 1932 and originated from an affiliation agreement between the Society of the New York Hospital (chartered in 1771, now NewYork-Presbyterian Hospital) and Cornell University Medical College (now Weill Cornell Medicine).

Weill Cornell Medicine is an equal opportunity, affirmative action educator and employer.

We look forward to hearing from you.

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