

Job Description

Position Title	Junior Archivist
Department	Office of the President
Reporting To	Senior Manager, Office of the President
Type of Position	Regular

POSITION DESCRIPTION

The Junior Archivist plays a critical role in the collection, organization, and long-term preservation of institutional records and historical artifacts for the Office of the President. This position is responsible for processing and cataloging archival collections to ensure they are protected and accessible. The ideal candidate will possess a strong attention to detail and a methodical approach to managing complex information, helping to maintain the University's institutional memory through both physical and digital preservation.

DUTIES AND RESPONSIBILITIES

Processing and Cataloging

- ✓ Evaluate objects for their relevance to be placed in archives based on established policy
- ✓ Arrange, describe, and catalog archival collections
- ✓ Prepare items for permanent storage and maintain accession lists, indexes, and bibliographies

Collection Care and Preservation

- ✓ Collect and preserve paper records, letters, photographs, and electronic data using appropriate storage mediums
- ✓ Ensure the security of digital archives in collaboration with the IT department

Reference and Outreach

- ✓ Respond to inquiries; facilitate access to materials and assist in reading room management
- ✓ Select documents and books for display and coordinate exhibition arrangements.

Records Management and Digitization

- ✓ Assist with onboarding new records from university departments
- ✓ Utilize technology to generate and maintain archival records and metadata
- ✓ Assist with digitization initiatives, including scanning documents and images

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's Degree in History, Library Science, Museum Studies, Information Science, or a related field.
Required Experience	✓ 3+ years' practical experience in an archive, museum, or library setting ✓ Experience with archival management software and metadata standards is desirable

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Methodical Ability and Attention to Detail	High
2.	Analytical Thinking and Research Skills	High
3.	Computer Literacy and Technical Skills (Archival Software)	High
4.	Customer Service and Communication Skills	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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