Job Description  
Archivist, Biddle Law Library

Biddle Law Library is searching for a talented, self-motivated Archivist to join its Public Services team.

Penn Law is one of the nation’s oldest and most distinguished law schools in the country. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making Penn Law an extraordinary supportive academic community for its scholars and students alike.

A leader in legal education and scholarship, the law school has approximately 750 JD, 80 LLM, 10 LLCM and 10 SJD students. A permanent faculty of 42, half of whom have a PhD in addition to a JD, is deeply committed to interdisciplinary research and teaching. Biddle Law Library is one of the major law collections in the nation and has more than 760, 000 volumes in numerous areas of American law, legal history and foreign and international law.

Duties: The responsibilities include: appraising, preserving, arranging and describing print and born-digital archival collections, and supervising work-study students and graduate school interns in these efforts; producing EAD-compliant finding aids; furthering the Archives’ ongoing efforts in electronic records management; acquiring collections through donation and purchase; providing research assistance to a diverse collection users, including internal constituents and outside researchers; promoting the collection through written reports, newsletter articles, blog posts, exhibits and social media; managing programs in digitization and oral history; coordinating cataloging of archival collections and other special collections material with the Library’s Technical Services department; participating in strategic planning with the Associate Director for Public Services and the Director of the Library; other duties as assigned. The Archivist is a “lone arranger” and oversees the day-to-day aspects of the Archives department.

The archives: The Archives, which is a division of the Biddle Law Library, comprises approximately 3,500 linear feet of organizational records, personal papers, and special collections related to legal history. The Archives houses the American Law Institute Archives and National Bankruptcy Archives. Collections related to the Law School include the notes of various 19th century professors and students, minutes of the Alumni Society, photographs, oral histories, and a rare books collection of approximately 8,000 cataloged volumes. Other collections include the personal papers of early Penn Law Dean and ALI co-founder William Draper Lewis, Penn Law graduate and Philadelphia lawyer Bernard G. Segal, and U.S. Court of Appeals Judge David L. Bazelon. EAD-compliant finding aids are created for each processed collection. The archival collections are managed in Archivists’ Toolkit and accessible on the library catalogue and Penn’s DLA website.
Requirements:

Master’s degree in Library/Information Science including coursework in Archives. Archival experience is required. Self-motivated. Advanced technological literacy, including basic skills in HTML and a facility with social media. Excellent interpersonal skills. A natural focus on outreach and promotion. An ability to work independently and in a team environment. Demonstrated competence in the emerging challenges facing archives, including electronic records management and archival metadata.

Preferred:

A minimum of two-year professional archival experience is desired. Demonstrated experience in the following areas: encoding EAD-compliant finding aids; Archivists’ Toolkit; electronic records management; oral history recording; donor relations; original cataloging of rare books.

To apply: http://jobs.hr.upenn.edu/postings/34423.

The University of Pennsylvania and its Law School are equal opportunity employers.