



Job Title: Digital Archivist

Supervisor: Director of Digital Scholarship

Exempt/Non-exempt: Non-exempt

Salary: \$62,000–\$70,000

Start Date: May 1, 2024

Gratz College has emerged as a field-leader in open-access Digital Humanities that support its degree programs and public learning and scholarship. Gratz is in the process of building a platform to host several significant digital collections that include the Elie Wiesel Archives; Rebecca Gratz Correspondence; the Gratz Holocaust Oral History Archive; Lena Allen-Shore Papers; and the Eric Mandell German Music Collection. These materials will be hosted and launched on “[Grayzel](#),” a new digital platform to curate and share the breadth of Jewish Wisdom pertaining to Modern Jewish History and Culture.

Founded in 1895, Gratz College was the first independent Jewish school of higher learning in North America and a leader in online-based twenty-first century advanced education. In concert with its evergreen mission to support Jewish wisdom and education, Gratz College, located in Melrose Park, PA, operates the world’s largest Holocaust and Genocide Studies program, a robust Education department, and innovative graduate pathways in Jewish Studies.

Position Summary

The Digital Archivist works on location with the Director of Digital Scholarship to process and describe Gratz’s physical collections prior to digitization and to create finding aids. The Digital Archivist will help establish the policies and protocol for this landmark project in Digital Jewish Studies.

Immediate Project Responsibilities

The immediate project centers on the processing of the Elie Wiesel Archive (estimated at 200 linear feet). As a considerable amount of this material is not in English, familiarity with Yiddish, French, or Hebrew is preferable.

Roles and Responsibilities

- Strategic oversight of accession, evaluation, analysis, arrangement, and description of all components of the collection materials.
- Evaluate and update metadata schema, controlled vocabularies, and protocols for quality control of the schema and data collection.
- Evaluate and update processing workflows.
- Ensure practices meet emerging best practices, national and international standards.
- Collaborate with Director of Digital Scholarship and other archives staff in reviewing, developing, implementing, and maintaining written policies and procedures that govern transfer, acquisition, storage, processing, and description of materials.
- Collaborate with Director of Digital Scholarship to set goals for the arrangement and description of collections, and community education goals.
- Create finding aids for processed collection.
- Aid in updating current digital holdings/records to correspond with established standards to migrate into newly developed site.

Essential Qualifications

- Undergraduate or master's degree in History, Jewish Studies, English, or Library Science; and coursework or certification in library and archival concepts.
- Experience arranging and describing modern manuscript collections of varying sizes and formats; experience with electronic records accessioning, description, and preservation; and experience providing reference services in special collections.
- Knowledge of and experience with relevant archival descriptive and digitization standards; and experience with accessioning and bibliographic MARC-format cataloging.
- Familiarity with current developments in processing procedures and ability to learn new technologies and collection management systems.
- Ability to manage multiple priorities and tasks and to work effectively, both independently and collaboratively.
- Excellent interpersonal, organizational, written, and oral communication skills.
- Demonstrated initiative, flexibility, and a commitment to professional engagement and continuous learning.

All applicants should assemble a portfolio that includes a cover letter and CV. Gratz College is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. For questions about the position or to submit an application, please contact Alison Joseph, Director of Digital Scholarship ajoseph@gratz.edu.