

Senior Archivist

Job Code: 7104

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Assists with day-to-day administration of collections and archival material. Plans and oversees the budget, supervises and evaluates staff.

- Oversees care and maintenance of archive, galleries, storage and work areas.
- Supervises the receipt of material including unpacking and repacking procedures, report preparation and security procedures.
- Identifies, prepares, tags, and catalogs specimens, manuscripts, archival material and other special collections.
- Provides metadata creation and management support for grant-funded special collections projects as needed.
- Develops and implements collection policies.
- Appraises and accesses new collections.
- Responsible for engaging, hiring, training supervising and evaluating the staff, leading and training others.
- Prepares and/or reviews grant proposals.
- Assists with budget management and makes budget recommendations.
- Provides project management for projects and exhibits as assigned.
- Prepares reports in narrative and statistical form on unit activities.
- Identifies collections, materials, and individual items in need of preservation treatment and performs preservation applications to paper items and occasional artifacts.
- Develops and evaluates educational and outreach programs and speaks to local, state, and national groups. Assumes responsibility for credited student internships.
- Manages access to collections, assuring quality professional service to students, staff, faculty, and researchers. Responds to inquiries regarding collections.
- Devises, implements, and monitors security and safety procedures including disaster preparedness. Maintains fire safety standards.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 84 months of related experience.

Experience:

Required: 36 months of related experience in archival arrangement and/or records management.

Certifications or Licenses:

- Valid Driver's License

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills
- Experience arranging and describing manuscript or archival collections
- Able to supervise staff and communicate directions and expectations effectively
- Ability to work independently and in teams
- Project management skills
- Knowledge of processing and preservation standards and best practices
- Capable of speaking to small and large groups

Working Conditions

Physical:

Ability to engage in repetitive motion. Must be able to lift up to 50 lbs. Frequent exposure to pressure caused by deadlines and busy periods. May be required to climb, bend, stoop and carry.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

Environment:

Standard office environment. Ability to work independently and in teams.

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