

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Processing Archivist**

**Date:** 12/11/2024

**Location:** Milwaukee, Wisconsin

**Department:** School Sisters of Notre Dame North American Archives

**General Summary:**

The Processing Archivist's main responsibility will be to process archival materials in the collection.

**Essential Duties and Responsibilities:**

- Create processing plans and set priorities in accordance with established goals.
- Arrange and describe collections in accordance with best practices.
- Create finding aids compliant with archival metadata standards, such as DACS.
- Assess the physical condition of the collection and identify conservation needs.
- Other duties as assigned.

**Education and Experience:**

- Master's degree from an ALA-accredited program with a concentration in archives management.
- Two years of experience processing archival collections.

**Knowledge, Skills and Abilities:**

- Strong organizational, planning, and problem-solving skills.
- Ability to work both independently and collaboratively with staff.
- Experience with collection management program PastPerfect, Web Edition and Microsoft Office applications.
- Demonstrated consistent accuracy and attention to detail.

**Job Type:** Full-time

**Benefit Eligible:** Medical, Dental & Vision Insurance, Short-term & Long-term Disability Benefits, Life Insurance Benefits, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

**If you are interested in this position, please complete an application.**

**If you have any questions contact:**

**Sheena Kuehnle, Human Resources**

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