



EMORY
LIBRARIES



Collections Processing Archivist

Reporting to the Head of Collections Processing, the Collections Processing Archivist arranges and describes manuscript and Emory University Archives collections in all formats, analog and digital; accessions newly acquired collections and additions to existing collections; creates and maintains descriptive records including finding aids, MARC records, and copyright risk analysis reports. The Collection Processing Archivist provides reference services to researchers, which may include Emory students and faculty, visiting scholars, and members of the public, and may also provide outreach on behalf of the Rose Library by contributing to social media, programs, exhibitions, or library publications. The Collection Processing Archivist also works with Collection Development staff to pack and acquire new collections. Finally, the Collection Processing Archivist is expected to contribute to the library and professional community through committee service, conference presentations, and/or scholarship. This position may supervise graduate student assistants.

Flexible Workplace

This position offers some possibility for flexible work arrangements; however, the expectation is that the successful candidate will work primarily on-site.

Employment Opportunity

Key Responsibilities

- Arranges and describes manuscript and Emory University Archives collection in all formats in accordance with library and archival standards and local guidelines.
- Writes finding aids and MARC records for collection, describing the records, records creator, and context of creation and use of the records using Archives Space, Alma, and other relevant archival and bibliographic information systems.
- Receives, verifies, records, rehouses, and creates accession records and preliminary descriptive tools for newly acquired archives and manuscript collections.
- Participates in collection management and stacks management projects such as stacks shifting, preservation surveys, records surveys, and descriptive projects.
- Provides research and reference assistance to Rose Library patrons, including 3-6 hours of weekly reference desk or reading room shifts a week, including occasional evening or weekend shifts.
- Contributes to the library and professional community through committee service, conference presentations, and/or scholarship.



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Qualifications

Required Qualifications

- ALA-accredited master's degree in Library and Information Science OR equivalent education and relevant library experience.
- Experience arranging and describing archives and manuscript collections in an internship, student worker, or professional capacity.
- Knowledge of current national archival standards and best practices, including a working knowledge of DACS, MARC, EAD, and other archival descriptive standards.
- Ability to work collaboratively both as part of and across various teams.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

Preferred Qualifications

- Minimum of three years of experience arranging and describing archives and manuscript collections in an academic library, public library, school library or other cultural heritage setting, or education institution.
- Background in Southern history and culture, African American history and culture, or English Literature.
- Experience arranging and describing born digital archival materials

Application Procedures

Interested candidates should review the applications requirements and apply online at:
<https://apply.interfolio.com/175843>

Applications may be submitted as Word or PDF attachments and must include:

1. A cover letter that includes a statement of interest, describing your qualifications and relevant experience, as well as your interest in this position and in contributing to the mission and values of Emory.
2. A current resume or curriculum vitae (CV) detailing your educational background and relevant professional experience.
3. On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by November 14, 2025, will receive priority consideration. Review of applications will continue until the position is successfully filled. Emory is an Equal Opportunity/ Affirmative Action Employer and encourages applications and nominations from women, minorities, people with disabilities, and veterans.



Information Session



Join Our Information Session: Collections Processing Archivist

Date: October 29, 2025

Time: 2:00–3:00 PM (ET)

Details: Learn more about the role, our collections, and what we're looking for in the next archivist.

If you're interested and available to join, please register here to receive the Zoom webinar link:

🔗 https://emory.zoom.us/webinar/register/WN_O1CcIO0LQAm9oyugCFGbfA

Join us to learn about the Collections Processing Archivist role at Emory's Rose Library.

Register to receive the Zoom link!

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to:
<http://www.hr.emory.edu/eu/benefits/>.

Emory University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action. For more information, see:
<https://equityandcompliance.emory.edu/civil-rights-compliance/vevraa-and-section-503/eoaa-statements.html>



More about Emory's Benefits

- Emory provides financial incentives for your participation in healthy activities. Healthy Rewards and Incentives:
www.hr.emory.edu/eu/rewards/healthy-incentives/index.html
- Paid Parental Leave – Emory University provides paid parental leave to eligible staff employees who experience the birth or adoption of a child, up to 6 weeks.
- Emory offers 11 holidays per year.
- Three (3) Winter Recess Days (falls between Christmas and New Year's) – paid leave.
- Emory supports a variety of flexible work arrangements to increase the agility of our workforce, and to improve work-life effectiveness.
- Emory offers Tuition Reimbursement:
www.hr.emory.edu/eu/benefits/faculty-staff/uition-reimbursement/index.html
- Courtesy Scholarship available to eligible Emory employees and their family members <https://www.hr.emory.edu/eu/benefits/faculty-staff/courtesy-scholarship/index.html>
- Emory offers 403(b) retirement programs with Fidelity Investments and TIAA-CREF.



About Emory Libraries



Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. The WHSC Library has institutional memberships with the Association of Academic Health Sciences Libraries

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

For information about Emory Libraries, please go to
<https://www.emory.edu/home/academics/libraries.html>

About Emory University



Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,332 undergraduates and 7,687 graduate and professional students.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, over 500,000 electronic journals, over 2 million electronic books, and internationally renowned special collections.

For information about Emory University, please go to
<https://apply.emory.edu/discover/facts-stats/emory.html>



About the Surrounding Community

Emory's Atlanta campus is centrally located in the metro-Atlanta neighborhood of Druid Hills. You'll be just a short drive away from renowned research centers, museums and music venues, global corporations, and a world of opportunity that you can only find here.

Nowhere else can you find hip-hop and history, Fortune 500s and flowering magnolias all in one place. The birthplace of Martin Luther King Jr., Atlanta is home to former US President Jimmy Carter, the CDC, Coca-Cola, and chicken and waffles, there's nowhere quite like Atlanta. Here, you'll make personal discoveries and professional connections to last a lifetime.

Atlanta is an international hub for health care, business, arts, and culture. From the Centers for Disease Control and Prevention to the High Museum of Art, the city is brimming with world-renowned institutions where you can make your mark.

Whether your passion is public service, health care, activism, or the arts, you can grow it in Atlanta. Emory partners with institutions around Atlanta and is home to numerous centers, so that you can make connections and discover a career path that fulfills you.

[Learn more about Centers, Institutes, and Partners.](#)

