

## Processing Archivist

South Dakota Department of Tourism-Office of History

South Dakota State Archives

Position title: Processing Archivist

The South Dakota State Archives a program within the South Dakota State Historical Society collects and preserves permanently valuable government and organizational records, personal papers, publications, photographs, maps, and sound and video recordings which document the history of South Dakota, and makes them available to the public, for the benefit of state agencies and the people of South Dakota.

The South Dakota State Archives has an opportunity for an archivist to participate in a two year project funded by the National Historical Publications and Records Commission (NHPRC). The project will involve processing and accessioning South Dakota government archival records, to include state and county records, in various formats including photographs, paper, film, and maps. The archivist will be responsible for the daily work of the project with collaboration from two government archivists and the state archivist. The position falls under the supervision of the State Archivist.

Duties: Follow policies and procedures of the archives; assist in determining processing priorities; arrange and describe collections at the box level; create transfer document; enter collection information utilizing Archivists' Toolkit; export EAD finding aids to the South Dakota Digital Archives, describe archival records in accordance with DACS standards.

Skills/Qualifications: Some knowledge of archives and state government functions and processes; knowledge of computers and software applications such as Microsoft Access and Word; organization skills; work independently and as part of a team; and communicate clearly both verbally and in writing.

Education and experience: Bachelor's degree from an accredited college or university.

Preferred Qualifications: Experience processing archival collections; experience using Archivists' Toolkit and CONTENTdm, and implementing "More Product, Less Process."

Environmental factors: Work is performed in an office setting; must have the ability to lift boxes weighing 30-40 pounds; may encounter dust when working with records.

Closing date: July 16, 2012

Salary: \$28,560/year

To apply: Please send a cover letter, resume, and list of three references with contact information to:

South Dakota State Archives  
Attn. Chelle Somsen  
900 Governors Dr.  
Pierre, SD 57501

Or email to [Chelle.Somsen@state.sd.us](mailto:Chelle.Somsen@state.sd.us)