Methodology

• Reviewed following sites for job postings
  o SAA, ARMA, ICRN, NJSLA, Simmons, SimplyHired, Indeed, LibGigJobs, ArchivesGig

• Job Search Terms
  o Archivists, Archive, Archives, Records Management, Records Manager, Special Collections, Information Governance

• Job Postings
  o 2013 – 96 analyzed
  o 2012 – 53 analyzed
Limitations

• Sample size for 2013
  o Sample collected during month of September. Sample may not be indicative of job postings for the entire year
  o Sample collected less than 100. Sample may not be representative of the job postings in general

• Data from 2012
  o 2012 data taken from screenshots which may not encompass entire job posting. Data may not be complete
  o Sample collected during month of October. Sample may not be indicative of job postings for the entire year
  o Sample collected about 50. Sample may not be representative of the job postings in general

• Trend Analysis – with only two data points unable to determine if valid trend or not
Job Titles

- University Archivist (2)
- Senior Archivist (3)
- Director Archives and Records
- Senior Records Information Manager
- Department Chair
- Project Archivist (5)
- Digital Asset Manager
- Archivist (6)
- Director (3)
- Head, Special Collection Technical Services
- Special Collections Archivist
- Senior Reference Archivist
- Manager of Special Collections Cataloging
- Processing Archivist (3)
- Chief Archivist – Librarian
- Foundation Archivist
- Librarian I/Audiovisual Archivist
- Manager of Archives and Special Collections
- State Archivist
- Library Associate
- Associate Director
- Manager of Business Information Services
- Digital Asset Curator
- Digital Archivist (3)
- Project Manager
- Reference Librarian/Archivist
- Digital Projects Librarian
- Assistant Archivist for Reference and Digital Services
- Assistant Director for Collections Management
- Assistant University Archivist
- Associate Archivist/Records Center Coordinator
- Senior Data Indexer (2)
- Data Indexer
- Records and Data Management Supervisor
- Information Governance Lead
- Information Management Officer
- Manager – Information and Archival Services
- Special Collections and Archives Librarian
Job Titles (cont.)

- Archives Analyst
- Resource Specialist
- Digital Records Management Officer
- Deputy of Collections and Programs
- Manager, Library and Information Resources
- Executive Director
- University Records Manager
- Vice President, Archives and Library
- Hispanic Collections Archivist
- Digital Projects Specialist
- Archivist/Records Manager
- Collections Assistant/Archives Specialist
- Digital Collections Archivist
- Assistant Head of Special Collections
- Consulting Manager – Records Management
- Manager, Records Information Management
- Records Manager, Legal and Regulatory
- Associate Archivist for Digital Initiatives and Records Management
- Archives and Rare Books Assistant Librarian
- Assistant Director for Local Records
- Assistant Director, Records Management and Archives Officer, Information and Records Governance
- Asian Studies Curator
- Special Collections and Formats Cataloger
- Regional Archivist
- Head of Manuscripts Division
- University Archivist and Special Collections Manager
- Open Government and Public Records Manager
- Senior Librarian and Digital Archivist
- Digital Projects Coordinator
- Coordinator of Archives and Special Collections
- Rare Book Librarian
- Special Collections Librarian and University Archivist
- Pharmacy and Health Sciences Information Resource Coordinator
- Special Librarian
- Archivist IV
- Associate Archivist
- College Archivist
Findings

- Unique Job Title for almost every position posted
  - 76 Different Job Titles for 96 positions posted
- Job Title may imply a Library position but actually supporting archives
- Per Job Title many positions have dual function
  - Examples: Associate Archivist/Records Center Coordinator or Senior Librarian and Digital Archivist
- Job Title may imply a single function but per description actually fill dual role
  - Example 1: University Archivist with responsibility for university archives and records
  - Example 2: Library Associate with responsibility for library and special collections
Geographic Regions

- Northeast: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
- Southeast: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia
- Middle West: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
- Southwest: Arizona, New Mexico, Oklahoma, Texas
Locations

- Northeast: 26%
- Southeast: 26%
- Middle West: 15%
- Southwest: 6%
- West: 21%
- Canada: 4%
- Overseas: 2%
- Southeast: 26%
Type of Organization

- Academic: 49%
- Government: 17%
- Records Management (Private): 15%
- Museum or Cultural Foundation: 11%
- Company Archive: 8%
Findings

- Archival Positions – primarily in academic, museum, or cultural institutions
  - Academic Positions – 46 of 47 job postings were for archivist or curator
  - Museum of Cultural Institution Positions – 13 of 13 job postings were for archivist or curator

- Records Management Positions – primarily in government or private institution
  - Private Institution – 13 of 22 job postings were for records management or information governance
  - Government – 7 of 16 job postings were for records management or information governance
Degree or Certification Preferred

2013

- MARA Degree
- Both
- Certification
Archive or Other Related Degree Requested

- 2012: 80%
- 2013: 80%
- 2014: 0%
- 2015: 0%
Experience Preferred

Average 3.7 Years
Background

• Search terms adapted from article by Wise et. al.

• Concordance software used
  http://www.antlab.sci.waseda.ac.jp/software.html. Freeware with good explanatory videos
  o Concern – Need to review ‘Hits’ to ensure relevancy, i.e. remove “… coordinate with State Archivist…”

Knowledge, Skills, & Experience Expectations

• 29 of 96 job postings were for entry level positions
  o Positions not requiring any years of experience
  o Job title did not include ‘Lead’, ‘Supervisor’, ‘Manager’, or ‘Director’

• 75 of 96 job postings were Archivist/Archival/Special Collections type positions
  o 25 job postings were for entry level positions

• 21 of 96 job postings were Records Management or dual role with Records Management
  o 4 job postings were for entry level positions
Behavioral Characteristics

Search Terms
- adaptability
- lifelong learning
- commitment
- confidence
- work ethic
- creativity
- time management
- enthusiasm
- flexibility
- problem solving
- self-motivation
- organizational ability
- analytical skills
- self-motivated

Analysis

• 2013
  o All: 40%
  o Entry-level: 31%
  o Archive: 41%
  o Records: 33%

• 2012
  o All: 23%
  o Entry-level: 39%
  o Archive: 28%
  o Records: 8%
Interpersonal Skills

Search Terms

• communication skills
• collaboration
• conflict resolution
• mentoring
• negotiation
• teamwork
• listening
• written skills
• collaborates
• collaborate

Analysis

• 2013
  o All: 39%
  o Entry-level: 24%
  o Archive: 37%
  o Records: 43%

• 2012
  o All: 18%
  o Entry-level: 17%
  o Archive: 23%
  o Records: None
Management

Search Terms

- staff management
- human resources
- change management
- recruitment
- performance appraisal
- supervision
- project management
- project manager
- strategic planning
- leadership
- library management
- budgeting
- financial management
- team leader
- supervises
- leads
- director
- supervisor

Analysis

- 2013
  - All: 69%
  - Entry-level: 48%
  - Archive: 65%
  - Records: 81%

- 2012
  - All: 64%
  - Entry-level: 76%
  - Archive: 58%
  - Records: 85%
Generic IT Skills

Search Terms

- Computer
- Email
- Information systems
- Internet
- Microsoft
- Microsoft Office
- Social media
- MS Office
- MS Windows
- Network
- PC
- Printer
- Scanner
- Software
- Spreadsheet
- Technology skills
- Web applications
- Web technologies
- IT
- Hardware

Analysis

- 2013
  - All: 51%
  - Entry-level: 52%
  - Archive: 47%
  - Records: 67%

- 2012
  - All: 37%
  - Entry-level: 29%
  - Archive: 38%
  - Records: 31%
Business Analysis

Search Terms

- functional requirement
- functional specification
- gap analysis
- process map
- process model
- business analysis
- business process
- business analyst
- functional specification
- business specification
- business requirements
- process re-engineering

Analysis

- 2013
  - All: 11%
  - Entry-level: 3%
  - Archive: 8%
  - Records: 24%

- 2012
  - All: 12%
  - Entry-level: 18%
  - Archive: 10%
  - Records: 15%
Client Activities

Search Terms
- client service
- customer service
- user service
- client relationship
- customer relationship
- client support
- customer support
- user support
- client focus
- customer focus
- community focus
- quality service
- service levels
- service delivery
- support officer
- support services
- marketing
- promotional
- presentation skills

Analysis

- 2013
  - All: 17%
  - Entry-level: 17%
  - Archive: 12%
  - Records: 33%

- 2013
  - All: 18%
  - Entry-level: 35%
  - Archive: 15%
  - Records: 23%
Instructional Services

Search Terms
- Staff training
- client training
- customer training
- user training
- public training
- Instructional
- Lecturer
- Pedagogical
- teacher librarian
- Trainer
- training materials
- training programs
- training sessions
- information literacy
- bibliographic instruction
- seminars

Analysis

- **2013**
  - All: 15%
  - Entry-level: 17%
  - Archive: 17%
  - Records: 5%

- **2012**
  - All: 2%
  - Entry-level: None
  - Archive: 3%
  - Records: None
Records Management

Search Terms

- Census
- Disposal
- document control
- document management
- FOI
- records analyst
- records manager
- records officer
- records coordinator
- records keeper
- record keeping
- records act
- records management
- Sentencing
- Archiving
- EDRMS
- EDMS
- DMS
- Filenet
- OpenText
- Trim
- Documentum
- records information management
- Appraisal
- Retention
- Disposition
- Erm
- electronic records management

Analysis

- 2013
  - All: 53%
  - Entry-level: 52%
  - Archive: 45%
  - Records: 81%
- 2012
  - All: 71%
  - Entry-level: 59%
  - Archive: 63%
  - Records: 85%
Reference Services

Search Terms
- information retrieval
- database search
- online search
- environmental scan
- literature search
- reader services
- reader advisory
- reference service
- reference desk
- reference techniques
- reference librarian
- reference work
- reference interview
- research

Analysis

- 2013
  - All: 68%
  - Entry-level: 55%
  - Archive: 69%
  - Records: 62%

- 2012
  - All: 41%
  - Entry-level: 35%
  - Archive: 48%
  - Records: 15%
Cataloging

Search Terms
- AACR2
- Cataloguer
- Cataloging
- Categorize
- Classification
- Classify
- controlled vocabularies
- Encoding
- Standards
- LCSH
- MESH
- Research data commons
- subject headings
- Thesaurus
- Thesauri

Analysis
- 2013
  - All: 58%
  - Entry-level: 66%
  - Archive: 63%
  - Records: 43%

- 2012
  - All: 45%
  - Entry-level: 59%
  - Archive: 53%
  - Records: 15%
# Information Management

## Search Terms

- information specialist
- information analyst
- information manager
- information director
- information coordinator
- information management
- information skills
- information access
- information aggregation
- information applications
- information flow
- information integrity
- information lifecycle
- information practices
- information strategy
- information requirements
- information sharing
- information solutions
- information services
- information sources
- information assets
- information resources
- knowledge management
- KM
- knowledge manager
- knowledge analyst
- knowledge administrator
- knowledge audit
- information audit
- knowledge center
- corporate information
- knowledge base
- knowledge sharing
- information types

## Analysis

### 2013
- All: 23%
- Entry-level: 10%
- Archive: 15%
- Records: 52%

### 2012
- All: 24%
- Entry-level: 17%
- Archive: 5%
- Records: 77%
Library Activities

Search Terms

- information desk
- library service
- library operation
- library program
- library technician
- Exhibitions
- Outreach
- community program
- community events
- Shelving
- working with children
- driving license
- Displays
- programs and events
- library activities
- reader service
- library materials
- library resources

Analysis

- **2013**
  - All: 30%
  - Entry-level: 21%
  - Archive: 37%
  - Records: 5%

- **2012**
  - All: 27%
  - Entry-level: 24%
  - Archive: 33%
  - Records: 8%
Data Services

Search Terms
• data management
• data analysis
• data cleansing
• data curation
• data migration
• data mining
• data quality
• data reuse
• data model
• Storage
• database

Analysis

• 2013
  o All: 40%
  o Entry-level: 48%
  o Archive: 35%
  o Records: 57%

• 2012
  o All: 35%
  o Entry-level: 29%
  o Archive: 38%
  o Records: 23%
User-Centered Information Design

Search Terms
- information architect
- information architecture
- CSS
- DHTML
- HTML
- user experience
- heuristic review
- information design
- IA
- Personas
- site map
- Taxonomy
- Usability
- user centered

Analysis

- **2013**
  - All: 29%
  - Entry-level: 28%
  - Archive: 32%
  - Records: 19%

- **2012**
  - All: 16%
  - Entry-level: 24%
  - Archive: 18%
  - Records: 8%
Library Systems

Search Terms
- Amlib
- ALMS/ALS
- Automated Library
- Civica
- Clickview
- Db Textworks
- Dspace
- Dynix
- ILMS
- Inmagic
- Library Administration
- library Management System
- Library Applications
- library Automation
- library Database
- library Network
- library System

Analysis
- 2013
  - All: 13%
  - Entry-level: 14%
  - Archive: 12%
  - Records: 14%
- 2012
  - All: 4%
  - Entry-level: 6%
  - Archive: 5%
  - Records: None
# Content Management

## Search Terms
- Enterprise Content
- Web Content
- Intranet
- Digital Assets
- Content Management System
- CMS
- Alfresco
- ECMS
- ECM
- Joomla
- Nuke
- Nuxeo
- OpenCms
- Teamsite
- Vignette
- Sharepoint
- Portal

## Analysis

### 2013
- All: 18%
- Entry-level: 21%
- Archive: 12%
- Records: 38%

### 2012
- All: 10%
- Entry-level: 12%
- Archive: 13%
- Records: None
Collection Management

Search Terms

• Acquisition, access
• digital archive
• digital collection
• archival materials
• archival program
• national archive
• state archive
• trusts archive
• university archive
• digital pictures
• Archivist
• Heritage
• Curation
• Artifacts
• Preservation
• tape librarian
• Repository
• Digitization
• Scanning
• Publications
• Serials
• Book
• Accession
• Binding
• collection development
• collection management
• Deselection
• intellectual property
• Interlending
• inter-library
• rights management
• Subscriptions
• Licensing
• Copyright
• circulation

Analysis

• 2013
  o All: 83%
  o Entry-level: 83%
  o Archive: 93%
  o Records: 48%

• 2012
  o All: 84%
  o Entry-level: 100%
  o Archive: 90%
  o Records: 54%
Example of Future Trend Analysis
Collection Management
Recommendations (1)

• Assumptions
  o Program should prepare graduates for the workforce
  o Program should support the needs of the work environment

• Records Management Skills and Collection Management Skills are both critical for Records Managers and Archivists

• If Reference Service Skills and Cataloging Skills remain at a high level then
  o Recommend modifying MARA Competencies
  o Expand recommended courses to include LIBR 210 or other that includes Reference Services
Recommendations (2)

- Career Path – Archives – Recommend coursework in following, these appear to lean towards Archive and Archive Management
  - Instructional Services
  - Library Activities
  - User-Centered Information Design

- Career Path – Records Management – Recommend coursework in following, these appear to lean towards Records Management Management
  - Client Activities
  - Information Management
  - Data Services
  - Content Management
Recommendations (3)

• Continue annual analysis using concordance program
  o Expand data collection period from one month to a month and half or two months to create data set of 100+
  o Consider changing time of year for data collection from Fall to Spring and back to see if data collected is representative for entire year

• Early Career center sessions that include what potential employers are looking for
  o Can guide students with course selection
  o Can guide students with part-time, intern, or volunteer work
  o Can guide students with what to include in cover letter and resume
Questions?

Contact
Dr. Patricia C. Franks
MARA Program Coordinator
patricia.franks@sjsu.edu

Assistance provided by Greg A Gardner, MLIS Student Research Assistant, 2012-2013