Archives & Records Management
Jobs Analysis

San José State University
Fall 2014
Purpose

• To provide current and prospective MARA Program students information about the recent job market in the following fields:

  ✓ Archive Management
  ✓ Special Collections
  ✓ Records Management
  ✓ Information Management
  ✓ Information Governance
Methodology

• Searched following sites in October 2014:
  ✓ Archives Gig
  ✓ ARMA Job Search
  ✓ Indeed
  ✓ ICRM Career Opportunities
  ✓ LIBGIG Careers
  ✓ Simmons College Jobline
  ✓ Simply Hired
  ✓ SAA Online Career Center
  ✓ SLA Career Center
Methodology (cont’d)

• Search terms:
  ✓ archive, archives, archival, archivist
  ✓ special collection, special collections
  ✓ records management, records manager, records administration
  ✓ information management, information manager
  ✓ information governance

• Total of 207 job postings retrieved
Job Titles

• Many unique job titles

• Typical titles in Archive Management:
  ✓ Archivist
  ✓ Archival Project Manager

• Typical titles in Special Collections:
  ✓ Special Collections Manager
  ✓ Director of Library Special Collections
Job Titles (cont’d)

• Typical titles in Records Management:
  ✓ Records Manager
  ✓ Records Administration Specialist

• Typical titles in Information Governance:
  ✓ Director of Information Governance
  ✓ Information Governance Analyst

• Misleading titles related to Records Management:
  ✓ Archivist / Digital Data Specialist
  ✓ Archivist / Records Manager
Organization Types

- Corporate: 37%
- Academic/School: 31%
- Government: 18%
- Museum or Cultural Institution: 9%
- Non-profit: 4%
- Public Library: 1%
Regions

- Northeast: 35%
- West: 21%
- Southeast: 16%
- Midwest: 15%
- Southwest: 9%
- Canada: 4%
Experience Required

Number of Jobs

- 6 months: 5
- 1 year: 30
- 2 years: 25
- 3 years: 20
- 4 years: 15
- 5 years: 40
- 7 years: 5
- 8 years: 10
- 10 years: 10
- 15 years: 5
- Unspecified: 5

Total: 100
Certifications

• Number of jobs calling for certifications:
  ✓ CRM: 27
  ✓ CA: 9
  ✓ IGP: 2
Software

• Number of jobs calling for experience in specific software applications:
  ✓ MS Office Suite: 60
  ✓ Adobe Creative Suite: 17
  ✓ SharePoint: 16
  ✓ Archivists’ Toolkit: 14
  ✓ ArchivesSpace: 11
  ✓ Archon: 8
  ✓ ContentDM: 8
Skills

• General skills frequently mentioned
  ✓ Oral and written communication skills
  ✓ Interpersonal skills
  ✓ Organizational skills
  ✓ Analytical skills
  ✓ Problem solving
  ✓ Independent work
  ✓ Teamwork, Collaboration
  ✓ Leadership
Duties

• General duties frequently mentioned
  ✓ Project management
  ✓ Personnel supervision
  ✓ Customer service
  ✓ Training
  ✓ Consulting
  ✓ Outreach, Advocacy, Marketing
  ✓ Fundraising (e.g., grant writing and donor relations)
  ✓ Professional development (e.g., continuing education)
Character Traits

• Character traits frequently mentioned
  ✓ Creativity
  ✓ Innovation
  ✓ Attention to detail
  ✓ Initiative
  ✓ Ability to multitask
  ✓ Professionalism
  ✓ Ethics (such as maintaining confidentiality)
  ✓ Good judgment
Contact

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