

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

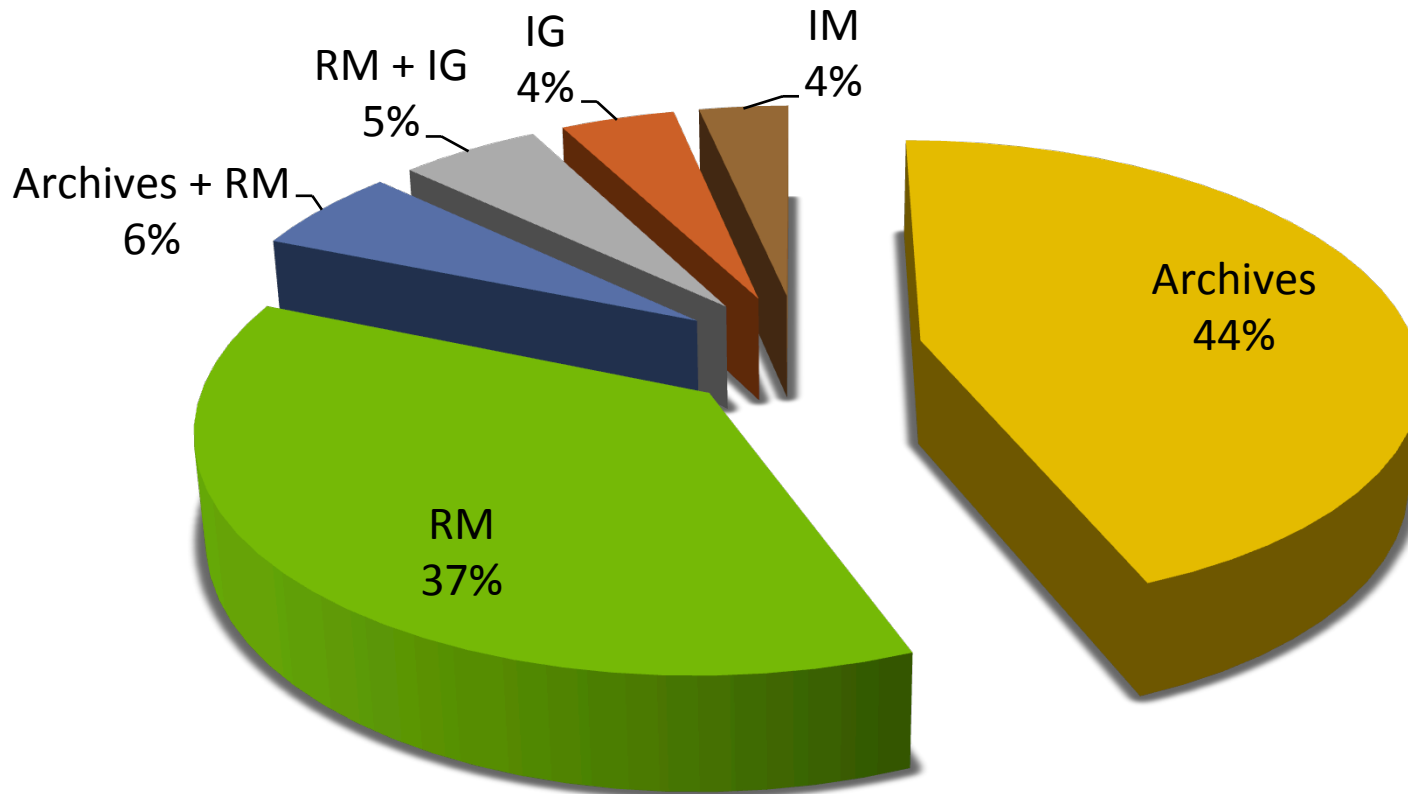
Methodology

- 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 Types



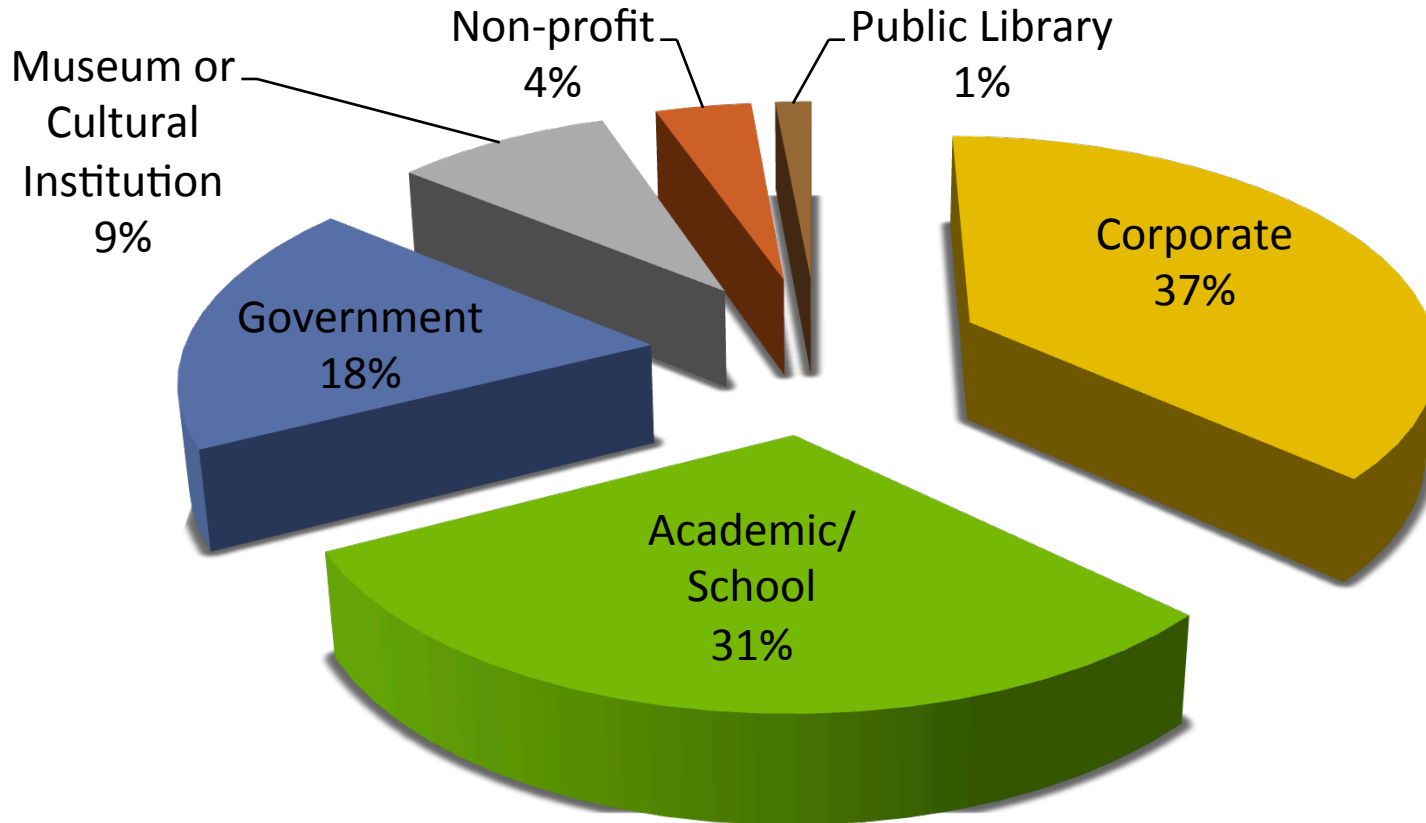
Job Titles

- 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

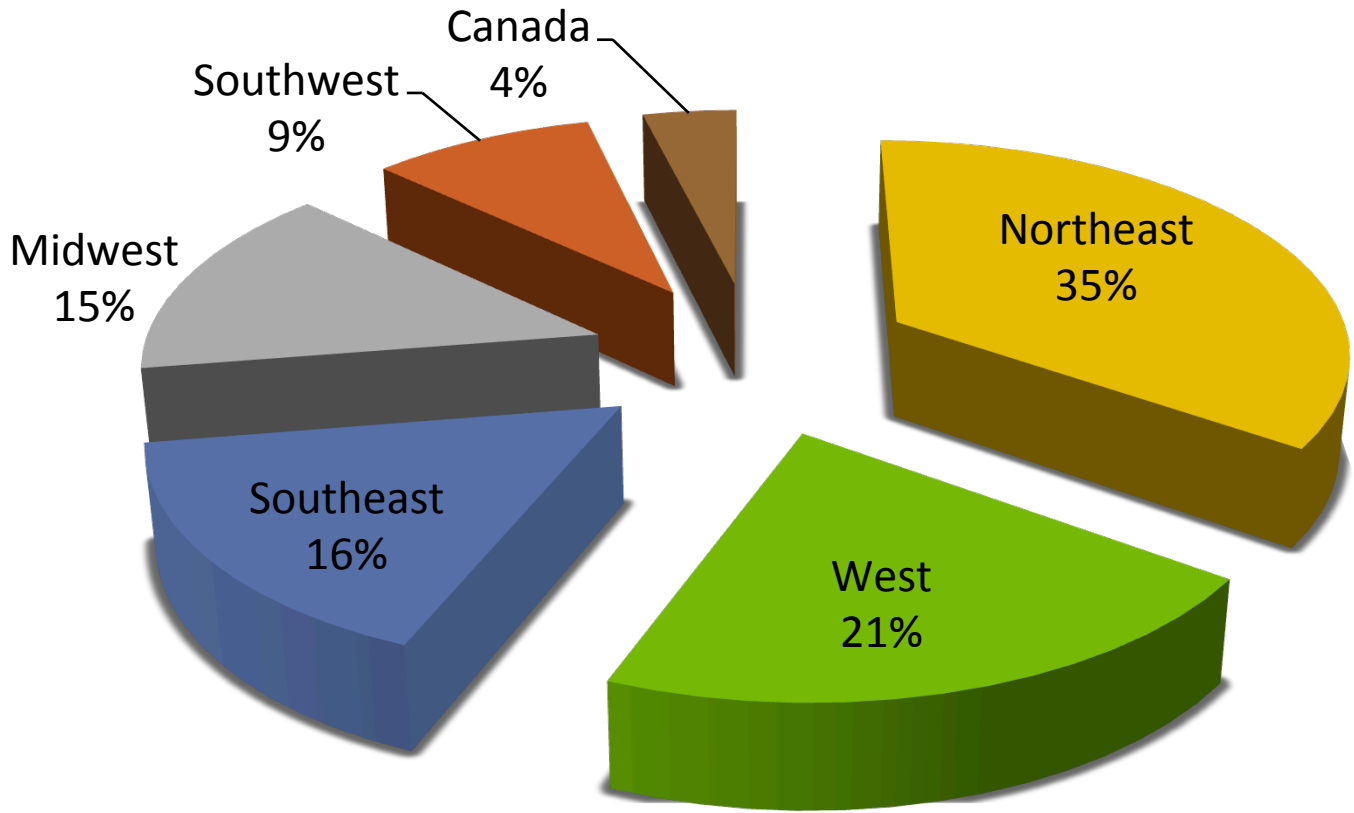
Job Titles (cont'd)

- 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

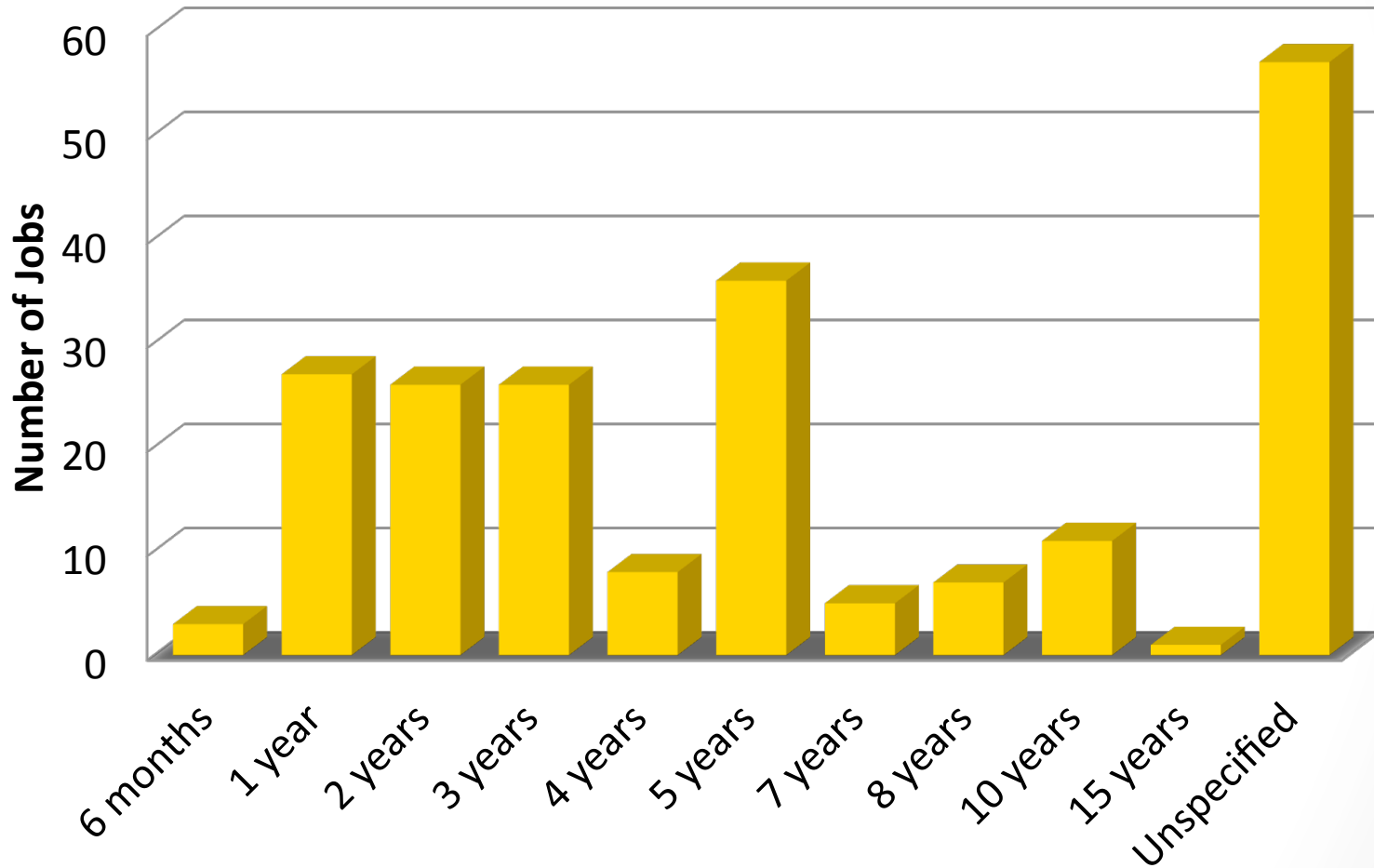
Organization Types



Regions



Experience Required



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

Dr. Patricia C. Franks

MARA Program Coordinator

patricia.franks@sjsu.edu

Report Prepared by Darren Ilett

MARA Student Research Assistant, 2014-2015