Purpose

- To provide current and prospective MARA students with information about the recent job market in the following fields:
  - Archival administration
  - Records management
  - Information governance
Methodology

■ Websites used:
  - ArchivesGig
  - ARMA Job Search
  - Association of Canadian Archivists
  - Indeed
  - ICRM Career Opportunities
  - Simply Hired
  - SAA Online Career Center

■ Criteria for data collection:
  - Master’s degree required or preferred
  - Part-time, Full-time, Temporary, or Permanent
  - Located in the United States or Canada
  - Any experience level
  - Posted between August 19th and October 19th, 2016
212 Unique Positions

- Archival/Records Management: 8%
- Records Management: 23%
- Information Governance: 12%
- Information Governance/Records Management: 1%
- Archival: 56%
Results – Job Titles/Descriptions

- Archiving: 81 unique job titles
  - Common titles: Archives and records management specialist, archivist, assistant archivist, conservator, digital archivist, processing archivist, project archivist, senior archivist, university archivist

- Records management: 47 unique job titles
  - Common titles: Archives and records management specialist, archivist, government information specialist, records and information management specialist, records and information manager, records manager

- Information governance: 8 unique job titles
  - Common titles: Information governance manager, information governance analyst
Employment Types

- 199 full-time, 13 part-time
- 178 permanent, 34 temporary
Education

Archival Jobs: 87
- Degree Required: 42
- Degree Preferred: 42

Records Management Jobs: 43
- Degree Required: 8
- Degree Preferred: 35

Archival/Records Management Jobs: 17
- Degree Required: 3
- Degree Preferred: 14

Information Governance: 12
- Degree Required: 1
- Degree Preferred: 11
Experience Requirements

Years of Experience

- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 10 years
- Unspecified
Certifications and Certificates

- Certified Archivist: 22
- Certified Records Manager: 17
- Digital Archives Specialist: 6
- Certified Information Governance Professional: 5
- Certified Information Professional: 1
Software

- Microsoft Office
- ArchivesSpace
- Microsoft Excel
- Microsoft Word
- Microsoft SharePoint
- Archivists' Toolkit
- Microsoft PowerPoint
- Microsoft Access
- Adobe Photoshop
- Archon

Technical Skills

- Metadata/encoding standards
- Electronic content/document/records management systems
- Database management
- Coding/scripting
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Report & slides linked to from the MARA Program Performance Page:
https://ischool.sjsu.edu/about/mara-program-performance