



ARCHIVES AND RECORDS MANAGEMENT JOBS ANALYSIS

San Jose State University

Fall 2016



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

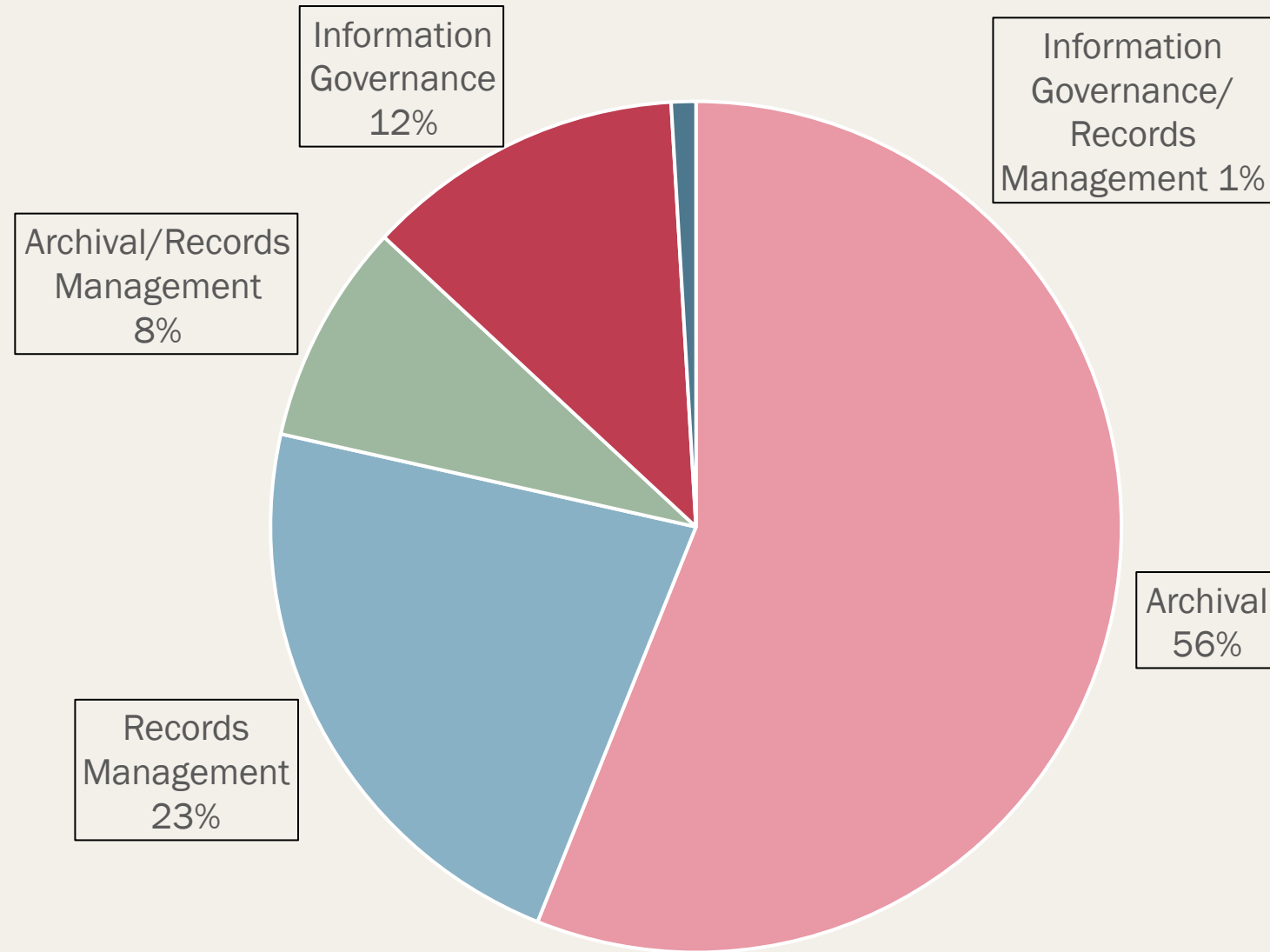
■ Websites used:

- *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

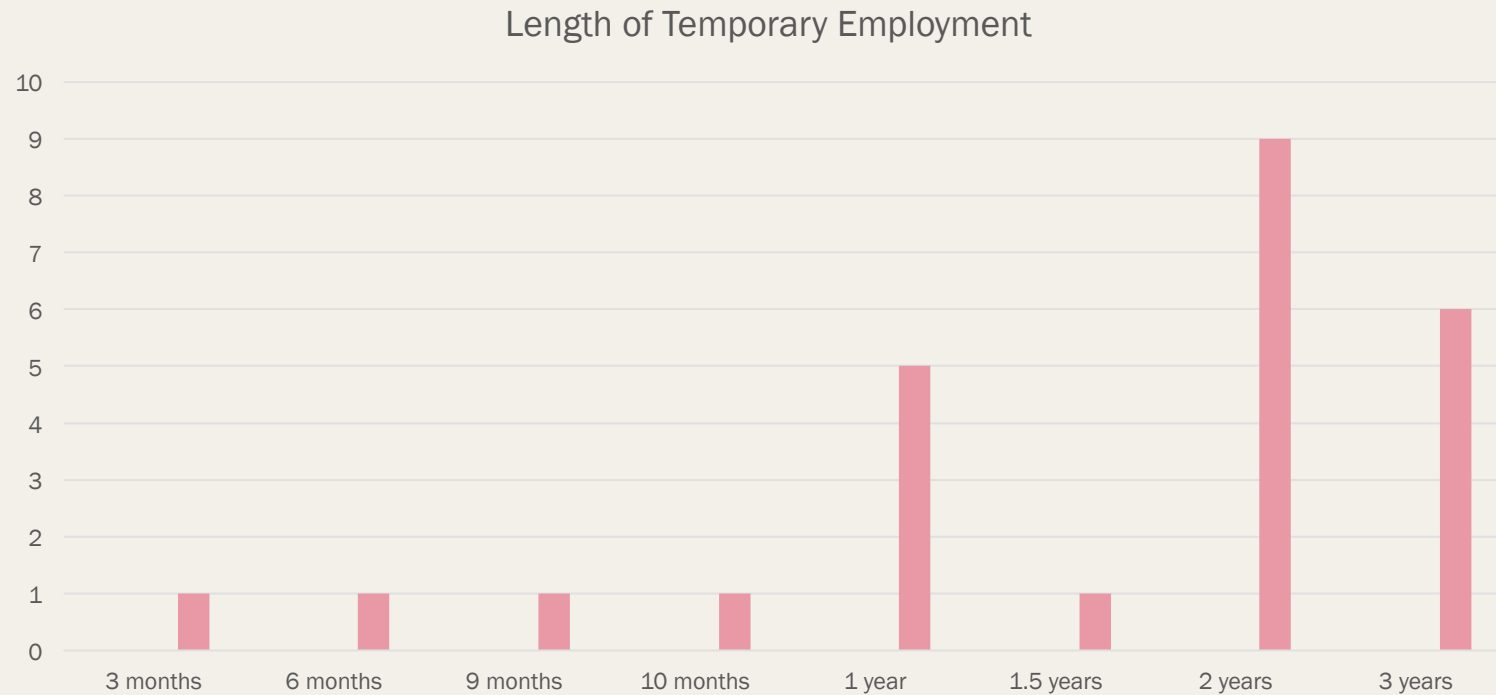


Results – Job Titles/Descriptions

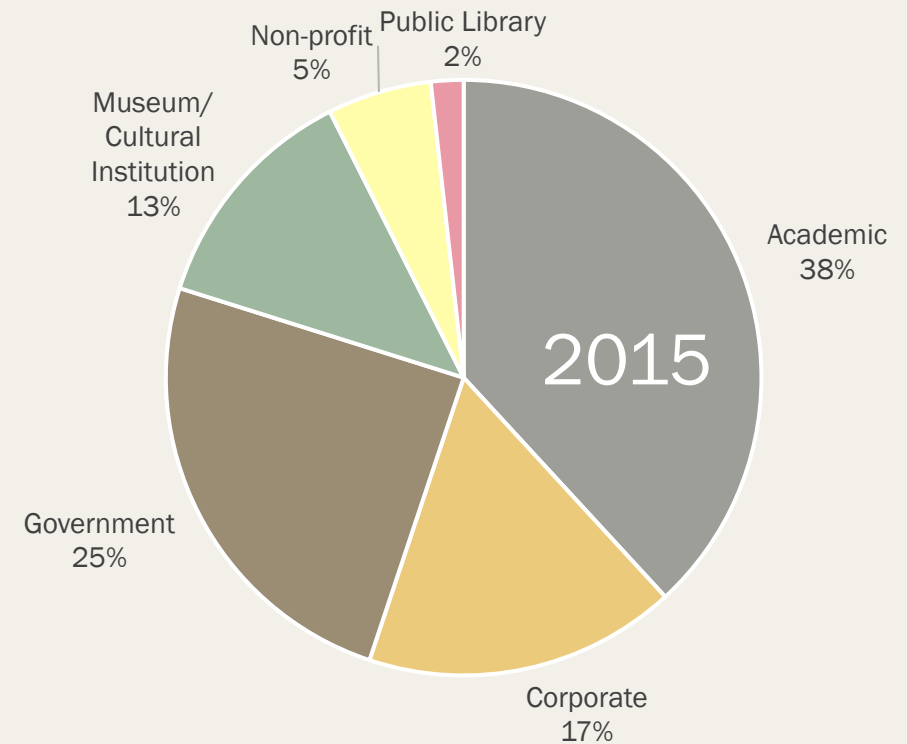
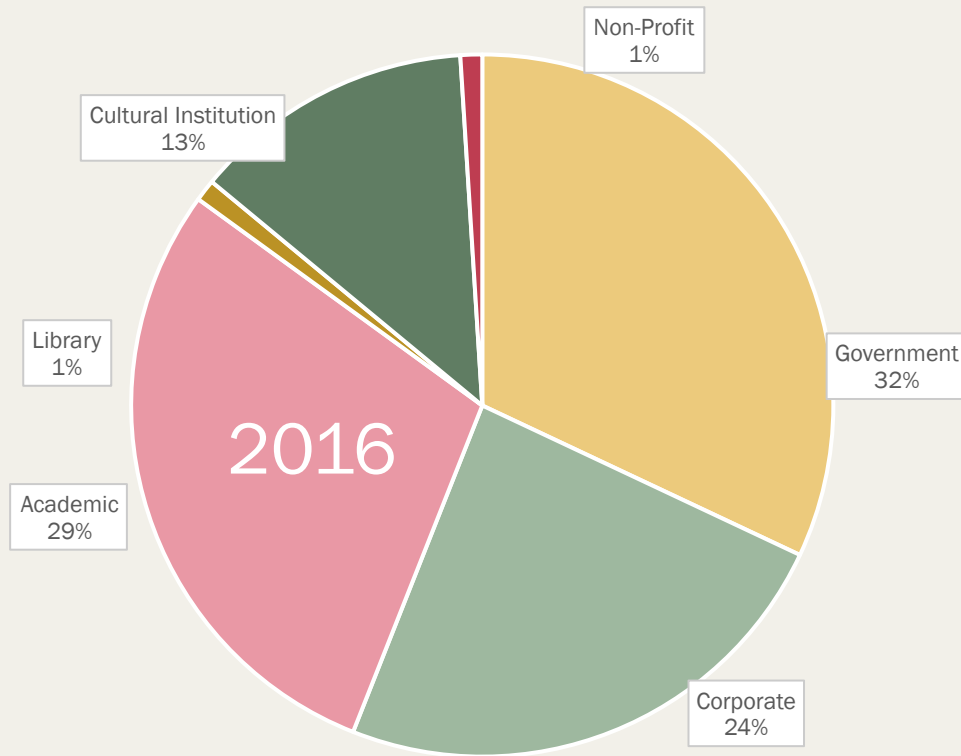
- Archiving: 81 unique job titles
 - *Common titles: Archives and records management specialist, archivist, assistant archivist, conservator, digital archivist, processing archivist, project archivist, senior archivist, university archivist*
- Records management: 47 unique job titles
 - *Common titles: 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

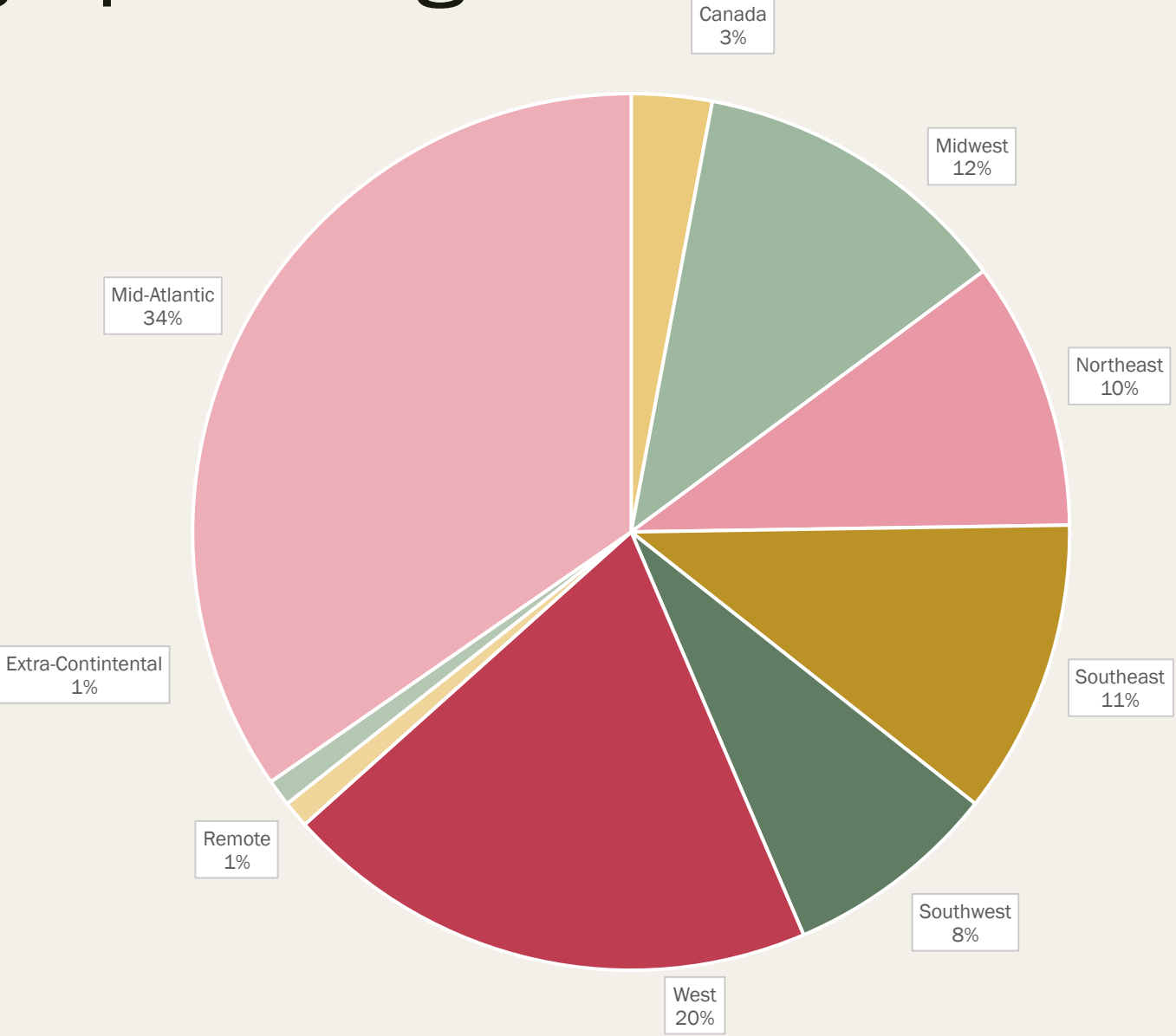
- 199 full-time, 13 part-time
- 178 permanent, 34 temporary



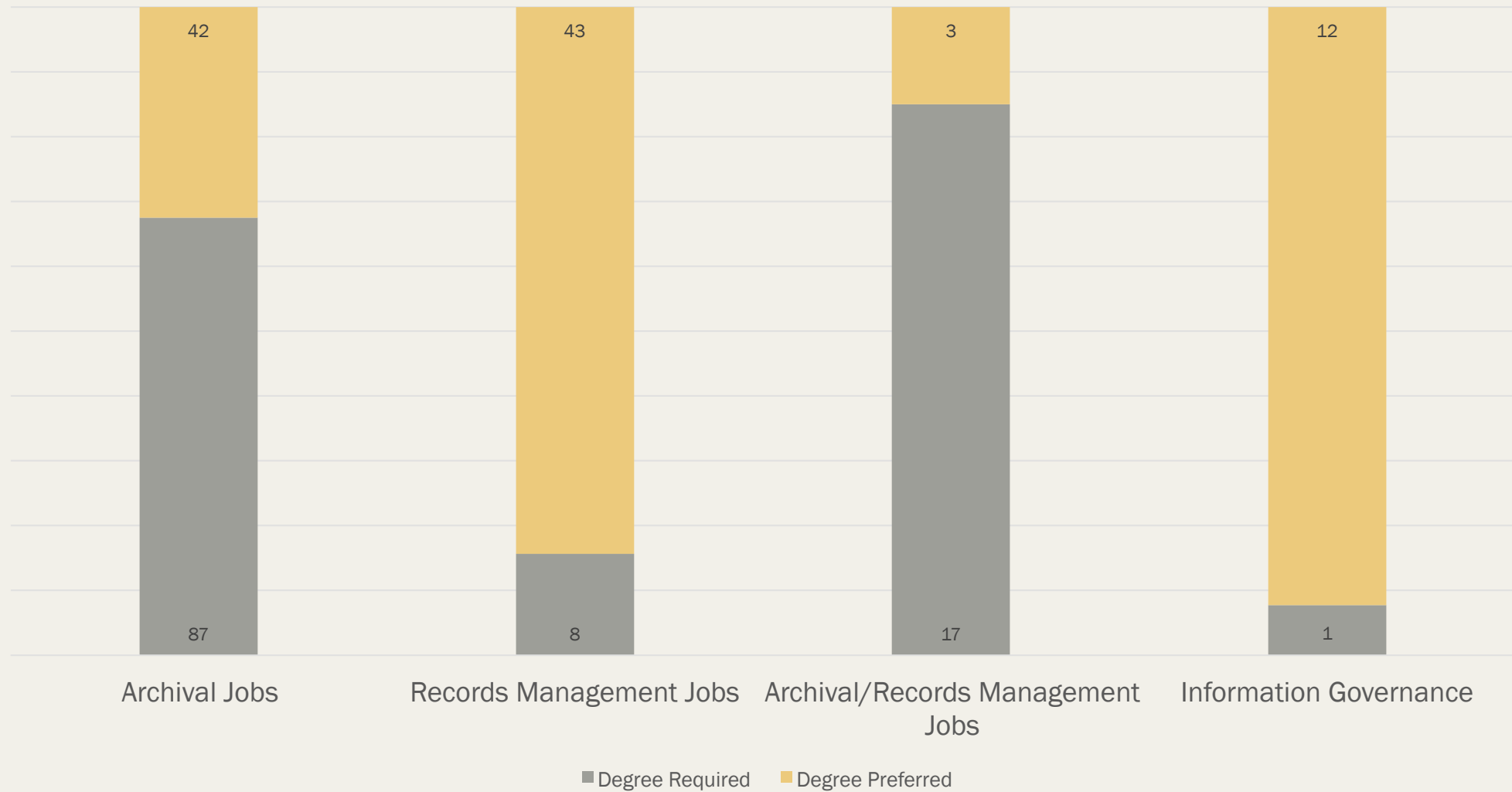
Organization Types



Geographic Regions



Education



Experience Requirements



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>