

Archives & Records Management Jobs Analysis

*Prepared for the Master of
Archives & Records Administration
Degree Program (MARA)*

MARA Program Jobs Analysis

Spring 2016

The purpose of this Archives and Records Management Jobs Analysis is to provide current and prospective students in the Master of Archives and Records Administration Program at San José State University with information about the current job market in the field of archival administration and management, special collections, records and information management, and information governance. This analysis is based on job data collected in September and October of 2015 and focuses on the principal features of the jobs surveyed, including job type, job title, job description, employment type, organization type, and geographic region. It also includes information about required and preferred work experience, certifications, software and technical experience, and general skills and characteristics.

Methodology

During the months of September and October 2015, the following websites were used to collect data about unique job postings:

- Archives Gig: <http://archivesgig.wordpress.com>
- Association of Records Managers & Administrators (ARMA) Job Search: <http://careers.arma.org/jobseeker/search/results/>
- Indeed: <http://www.indeed.com>
- Institute of Certified Records Managers (ICRM) Career Opportunities: <http://www.icrm.org/career-opportunities/>
- Simply Hired: <http://www.simplyhired.com>
- Society of American Archivists (SAA) Online Career Center: <http://careers.archivists.org/jobs>

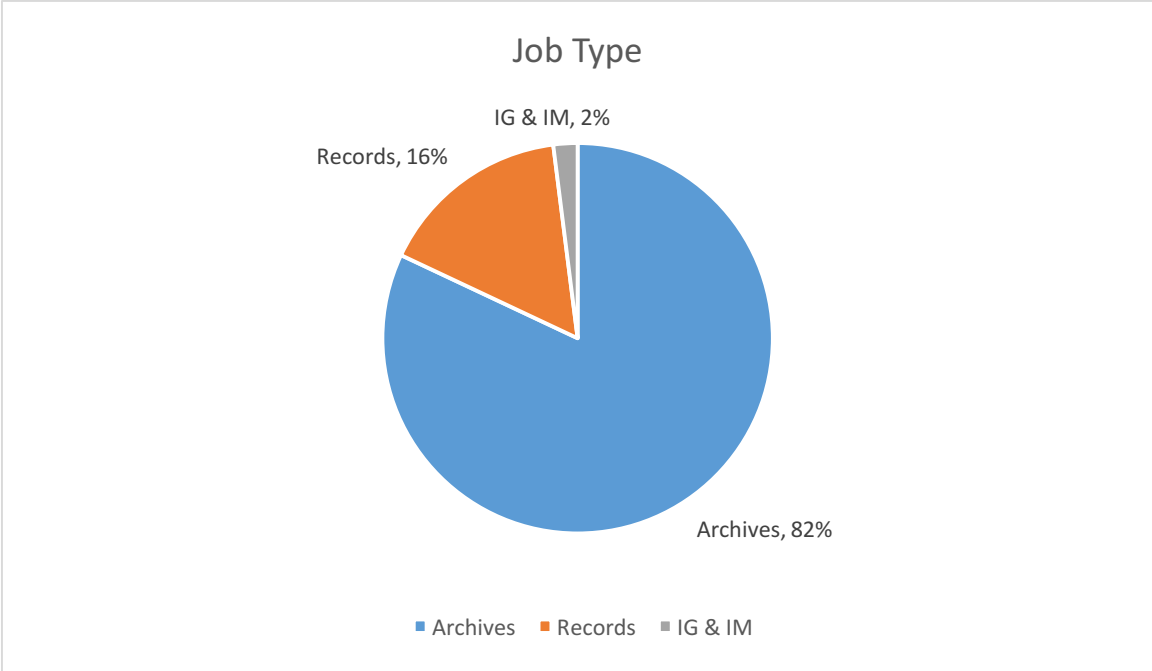
When applicable, the following search terms were used:

- Archive, archives, archivist
- Special collections
- Historian
- Researcher
- Data specialist, metadata specialist
- Records management, records manager, records administration
- Information management, information manager
- Information governance

Searching these sites yielded a total of 287 jobs over the two-month period. Only jobs that **required** a Master's degree or some graduate coursework in archival administration, records management, or a related field were included in the survey. Postings that were looking strictly for candidates with an MLIS from an ALA-accredited program were not included, but postings that only specified an MLIS *or related degree* were included. Job postings were dissected and the following information was entered into a spreadsheet: number of postings, job title, organization/company, education requirements, experience requirements, job description, application period, full time/part time status/permanent/temporary status, organization type, software experience, general skills and characteristics, geographic region, location, and salary. This data was captured when available, but was not universal to all postings.

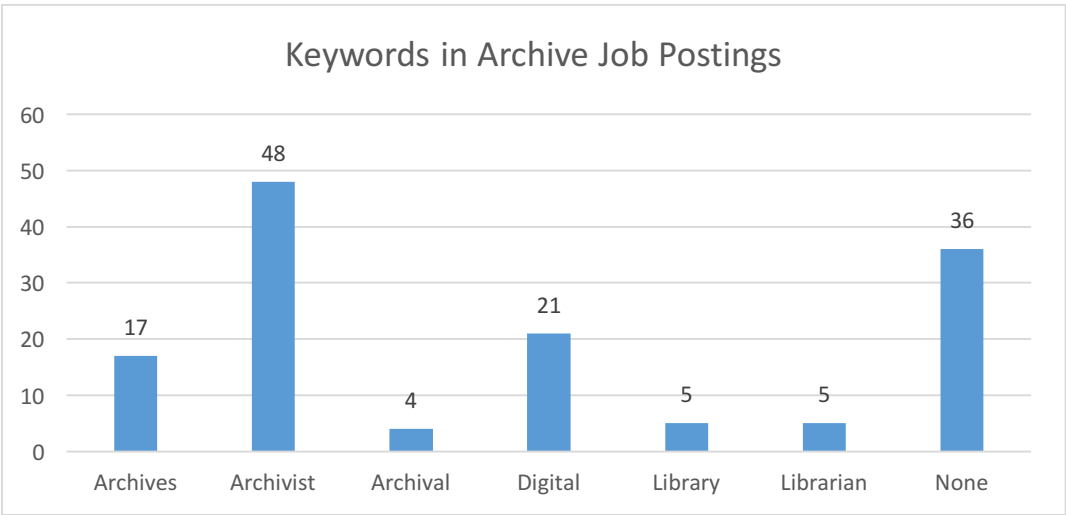
Job Type

Among the 287 job postings surveyed, an overwhelming 235 (82%) were in the field of archival management. There were 46 records management jobs (16%) and 6 information management and governance postings (2%). While some postings included both archival administration and records management duties, the majority of responsibilities could be discretely placed in one category.



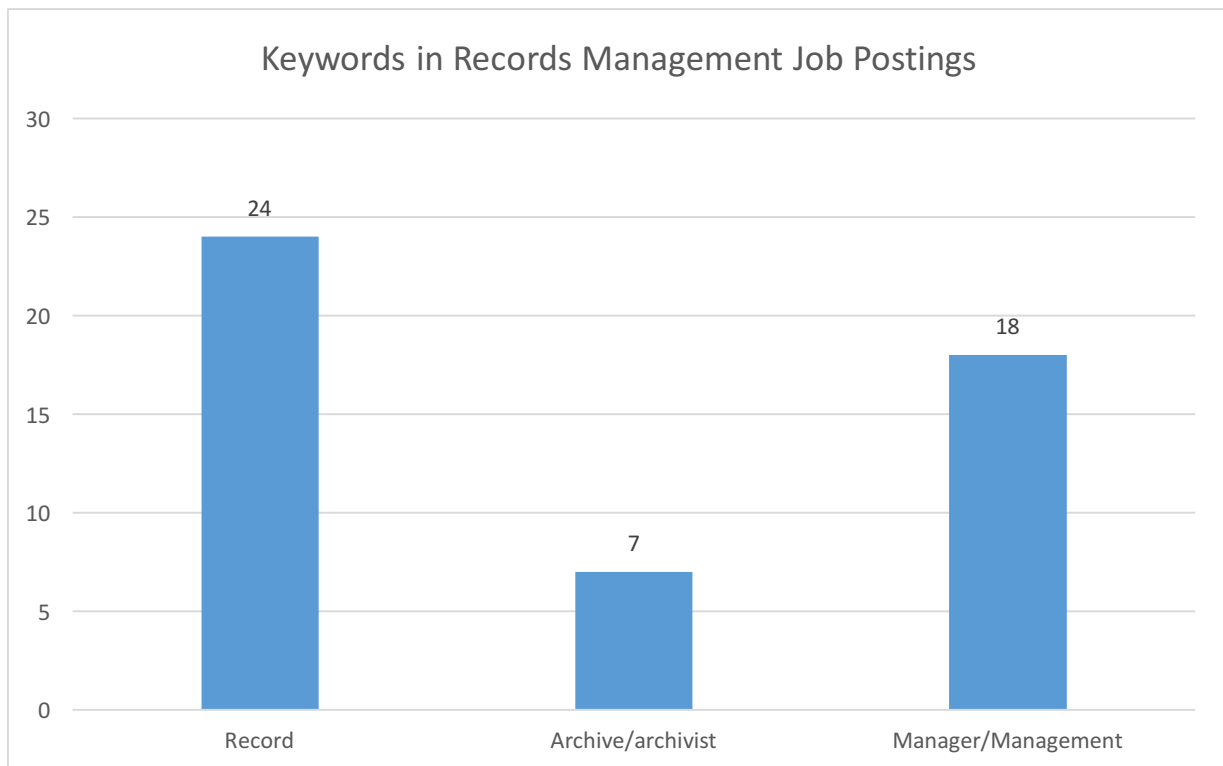
Job Title

There were a number of unique job titles across all fields. Of 235 archiving jobs, there were 118 unique job titles. The most commonly repeated titles (with 3 or more occurrences) were archives technician, archivist, archivist & librarian, assistant archivist, digital archivist, digital asset coordinator, head of special collections & archives, processing archivist, project archivist, senior processing archivist and university archivist. The following chart shows the most common words across the 118 unique job titles.



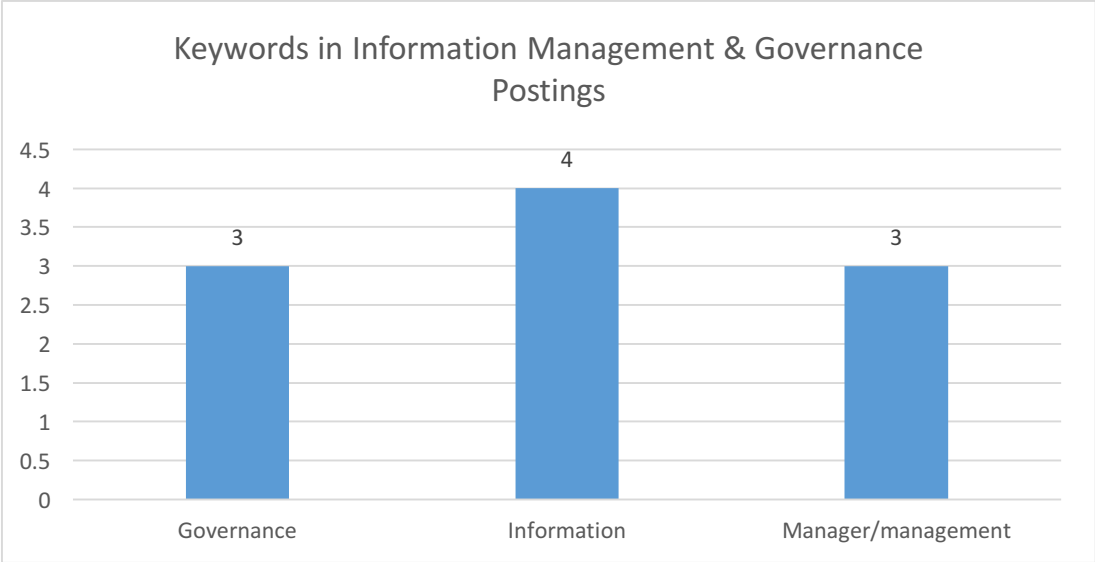
Some of the less obvious job titles for archival jobs include online access administrator, program analyst, repository outreach specialist, repository outreach coordinator, associate genealogist, corporate DAM administrator, and vice president of digital services.

Of the 46 records management jobs, there were 27 unique job titles. The only titles that were repeated three or more times were records analyst (5 postings), records and information management specialist (4 postings), and records manager (9 postings). The following chart shows the most common words across the 27 unique job titles.



Some of the less obvious titles for records management jobs include senior research manager and research data management librarian.

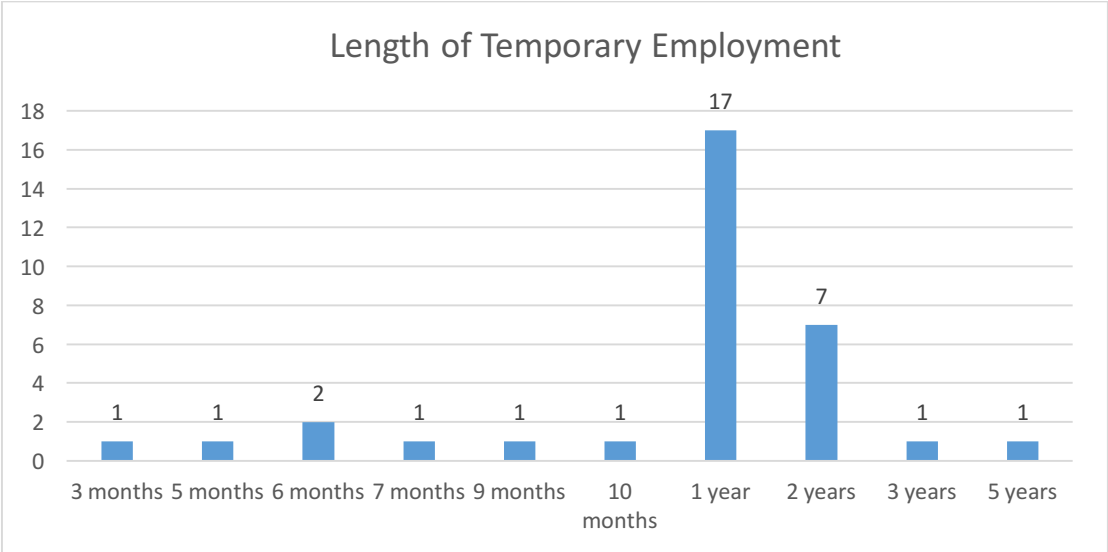
Each of the 6 information and information management postings had a unique title. The following chart shows the most common words across these titles.



Employment Status

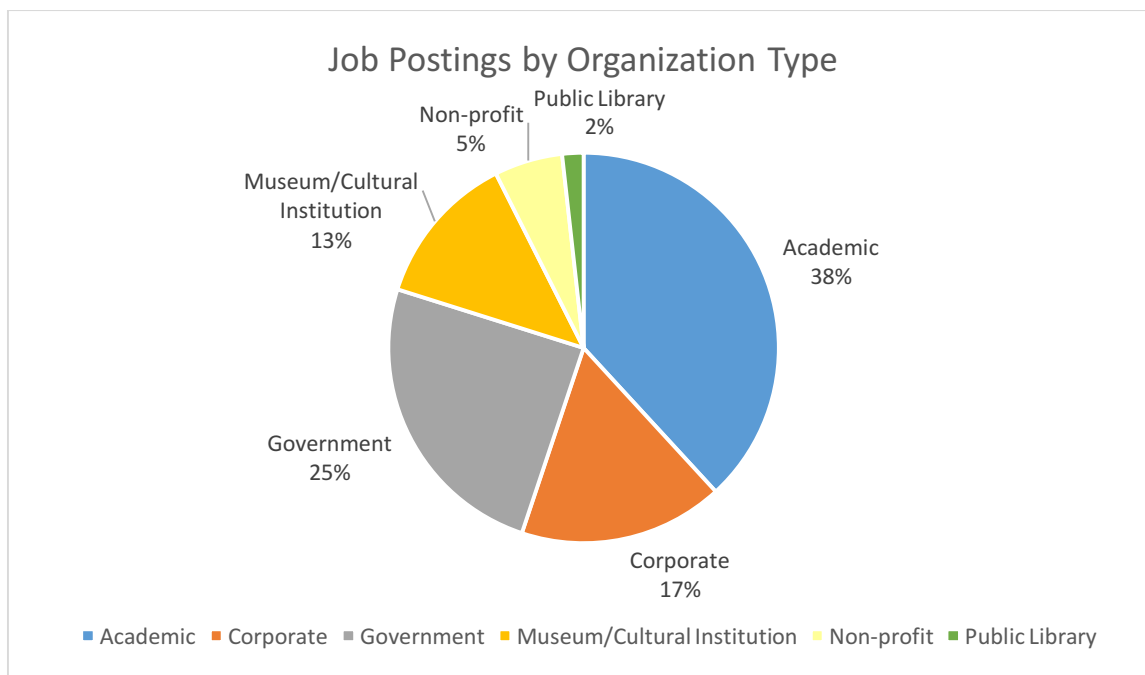
This year we felt it would be prudent to analyze the type or condition of employment across the jobs surveyed. This refers to whether the job is full-time or part-time and permanent or temporary.

Out of the 287 jobs surveyed, only 7 were part-time employment. There were, however, 56 temporary positions, ranging from 3 months to 5 years. Most temporary assignments were one to two years in duration. You can see the distribution of temporary employment in the chart below. Only 34 temporary positions specified the length of employment.



Organization Type

Organization type was determined by the funding and mission of the organization. For example, the Oregon State Archives and the Mississippi Department of Archives and History were classified as government jobs, even though the positions dealt with cultural archives and not government records. Religious archives and professional associations were classified as non-profits. It must also be emphasized that the small number of public library jobs included in the survey were archiving, special collections, and manuscript collections positions calling for backgrounds in archival management. As you will note in the chart below, the majority of jobs are in the academic (38%), government (25%), and corporate (17%) sectors. This data encompasses all 287 job postings and does not discriminate based on the specific field.

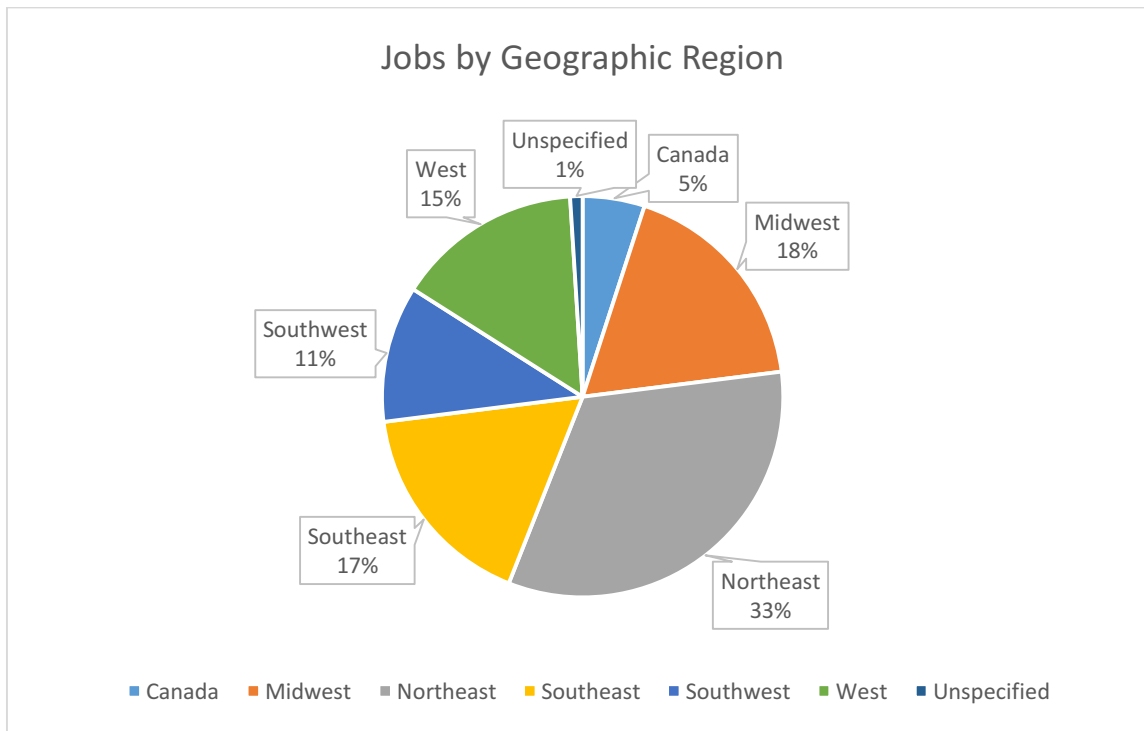


Geographic Disbursement

To analyze the job postings by location, we defined the following geographical regions:

- Canada: all Canadian provinces and territories

- Midwest: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
- Northeast: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Washington DC
- Southeast: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia
- Southwest: Arizona, New Mexico, Oklahoma, Texas
- West: Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming



The Northeast claimed over a third of the total job announcements in the survey. The West, Southwest, Southeast, and Midwest shared similar figures, ranging from 11-18%. Canada had the lowest frequency of postings over the two-month period. The two jobs categorized as unspecified were posted by companies with multiple locations or headquarters in different states, without a clear indication of where the job would be performed.

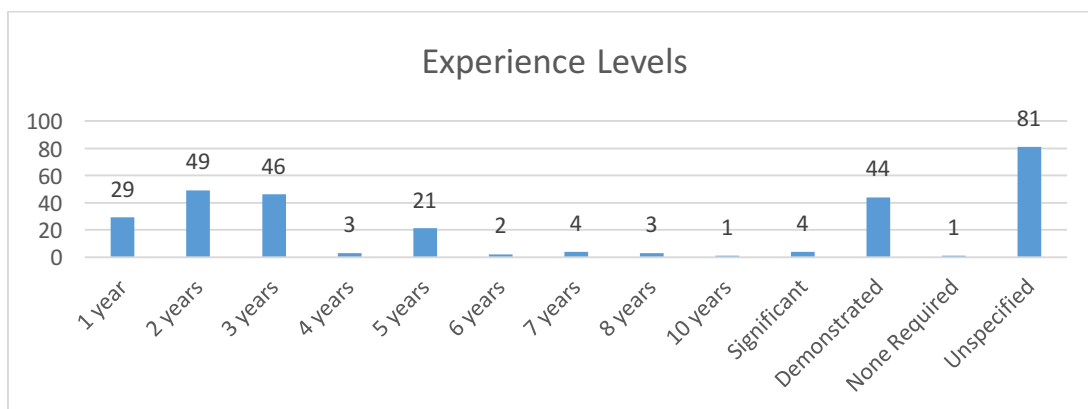
Within each region, there were several states that stood out as having the most job opportunities in archives and records management.

- Northeast: Massachusetts (10), New York (39), Washington DC (11)
- West: California (21)
- Southeast: Georgia (11)
- Midwest: Illinois (10)
- Southwest: Texas (19)

States with no job postings over the two month period include: Arkansas, Montana, Nebraska, Nevada, New Hampshire, Oklahoma, South Dakota and West Virginia. It is worth noting that there is no region with an overwhelming number of states with no postings. The average number of postings across all states, Washington D.C., and Canada is 5.

Experience

The majority of positions specified the number of years of experience required or preferred. For postings that specified a range of years (e.g. 3-5), the minimum amount was entered into the spreadsheet. Most positions specified a certain number of years, while others used words such as “significant” and “demonstrated” to describe the experience requirements, and about one third didn’t specify any experience requirements.



The survey also took note of required and preferred professional certifications. Of the 26 job postings that mentioned certification, 16 specified Certified Archivists (CA), 8 specified Certified Records Managers (CRM), and 1 position asked for either.

Software Experience

A wide array of software applications and technical experience was mentioned in the job announcements, but many of them were only mentioned once or twice. To maximize the effectiveness of the results, we include in the following list only those software programs and technology skills that appeared in at least 5 job announcements.

- Dublin Core/EAD/EACS/MARC/RAD: 31
- MS Office (including Word, Excel, Access, PowerPoint, SharePoint): 27
- Adobe Suite (Photoshop, Illustrator, InDesign): 13
- Collection/content management software: 13
- Metadata standards: 13
- Database programs: 12
- Archivists' Toolkit: 9
- A/V Editing: 7
- CONTENTdm: 6
- Digital Asset Management (DAM): 6
- Scripting language: 6
- Producing website content: 5

Skills

Required skills and characteristics is one of the most varied categories in this jobs analysis. When looking at the results, we excluded those specific requirements that students in the MARA program are exposed to (e.g., familiarity with records retention schedules), and instead focus on general characteristics and duties.

The most commonly listed characteristics include excellent oral and written communication skills, interpersonal skills, organizational skills, analytical skills, problem solving, effective time management, independence, adaptability, creativity, and leadership. It is worth noting that many of these characteristics, such as excellent communication skills, are an indirect result of a successful experience in the MARA program. The most commonly listed duties include: project management, customer service, professional development, financial development, budgeting, advocacy, collaboration, and presentation/public speaking.

Conclusion

This year's Archives and Records Management Jobs Analysis included nearly 300 job openings posted over two months and suitable to the educational background of a MARA graduate. A majority of the positions were concentrated in archival management, with a significant number of records management positions, and a handful of information management and government openings.

The next Archives and Records Management Jobs Analysis will be conducted in Fall 2016 and published in Spring 2017.

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