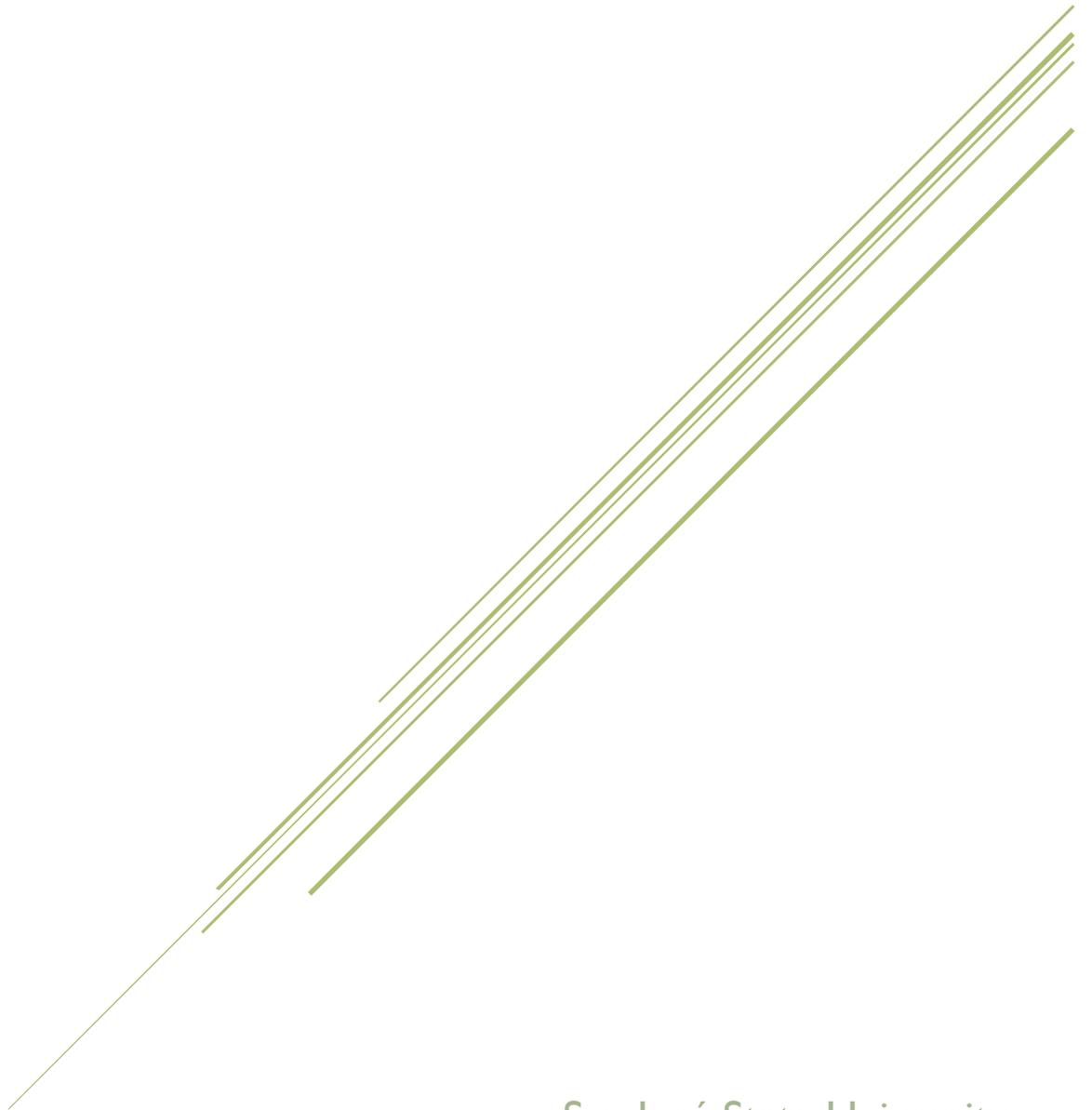


ARCHIVES & RECORDS MANAGEMENT JOBS ANALYSIS

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



San José State University
School of Information

MARA PROGRAM JOBS ANALYSIS

Fall 2016

The Archives and Records Management Jobs Analysis is prepared annually to provide current and prospective students in the Master of Archives and Records Administration (MARA) program at San José State University (SJSU) with information about the current job market in the fields of archival administration and management, records and information management, and information governance (IG). The 2016 analysis is supported by data collected over a two month period, including job titles and descriptions, employment type, organization type, and geographic region. It also includes information about required and preferred educational level, work experience, certifications, software and technical experience, and knowledge, skills, and abilities.

Methodology

The 2016 jobs analysis was conducted by MARA Student Assistant Anna Maloney, who had previously conducted the 2015 analysis. Data was collected over a two-month period from August 19th through October 19th. To be included in the data set, jobs postings had to **explicitly require** or **prefer** a Master's degree or some graduate coursework in archival administration, records management, or a related field, and be located in either the United States or Canada. It is important to note that there were a number of advertisements that did not require a graduate degree, but which did require knowledge, skills, and abilities acquired through the MARA program; however, these jobs were not included in the data set. Additionally, opportunities that specified a Master of Library and Information Science (MLIS) degree from an American Library Association (ALA) accredited program were not included, unless the phrase *or a related degree* were included in the job advertisement.

The following websites were searched weekly for unique job postings:

- Archives Gig <http://archivesgig.wordpress.com>
- Association of Canadian Archivists <http://archivists.ca/jobs>
- 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.icrm.org/career-opportunities>
- Society of American Archivists (SAA) Career Center <http://careers.archivists.org/jobs>
- USA Jobs <https://www.usajobs.gov>

While all of these websites are good resources for job seekers, posts on Archives Gig and the SAA Online Career Center and keyword searches of USA Jobs and Indeed.com provided the most consistently relevant results.

The following search terms were effectively used to locate appropriate job advertisements:

- Archive, archives, archivist
- Records management, records manager, records administration
- Information management, information manager
- Information governance

At the end of the data collection period, 212 unique jobs were listed in an Excel spreadsheet that divided the jobs into three unique worksheets: records management, information governance, and archives management. This number is down slight from 2015 due to the exclusion of internships. Some positions combined archival and records management functions into one role; these were listed disparately dependent on job title, but marked for reference. For each entry, the job title, organization, organization type, educational requirements, certifications, years of experience, general skills, description, software experience, employment status (full-time, part-time, permanent, temporary), geographic region, state, and salary were recorded as available.

Job Type

Among the 212 job postings surveyed, 128 were strictly archival positions, 51 were strictly records management positions, and 12 were strictly information governance positions. Additionally, 20 job postings incorporated both archival and records administration functions and one posting integrated records management with information governance. Figure 1 provides a visual of the percentage breakdown.

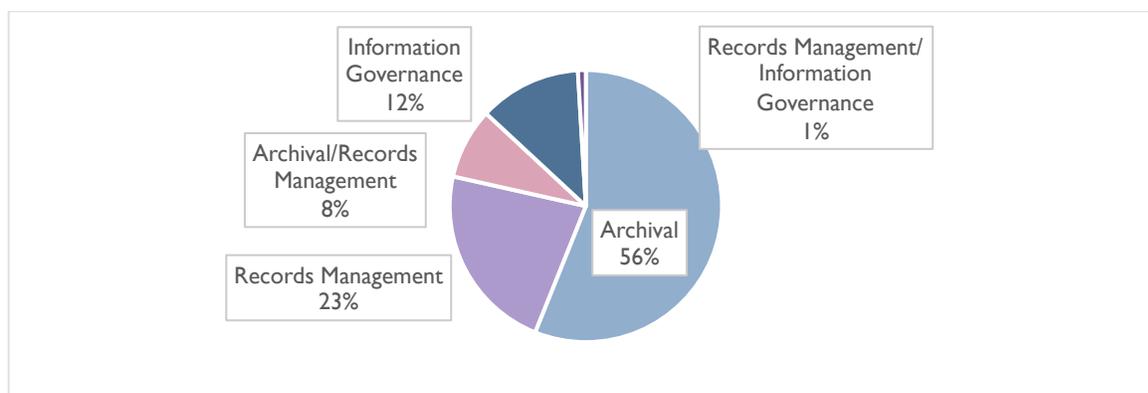


Fig. 1 Job type

Job Titles

There were a number of unique job titles across all fields. Of the 147 positions that included archival duties, there were 81 unique job titles. The most commonly repeated titles (with three or more occurrences) were archives and records management specialist, archivist, assistant archivist, conservator, digital archivist, processing archivist, project archivist, senior archivist, and university archivist. Figure 2 shows the seven most common keywords across all 81 discrete job titles.

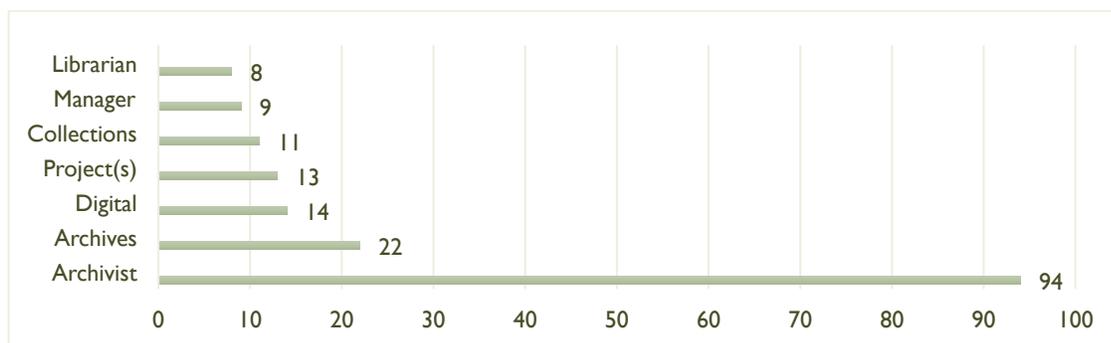


Fig. 2 Job titles

Some of the more unique titles for archival jobs included conservator, coordinator of marketing and promotions, curator of collections, genealogist, metadata assistant, motion picture preservation technician, and photograph processor and cataloger.

Of the 72 positions that included records management duties, there were 47 distinct job titles. Six job titles were repeated three or more times, including archives and records management specialist, archivist, government information specialist, records and information management specialist, records and information manager, and records manager. This reinforces a finding from the 2015 jobs report and a point of particular salience outside of North America: the terms archivist and records manager are often used interchangeably, despite the distinction typically defined in professional literature.

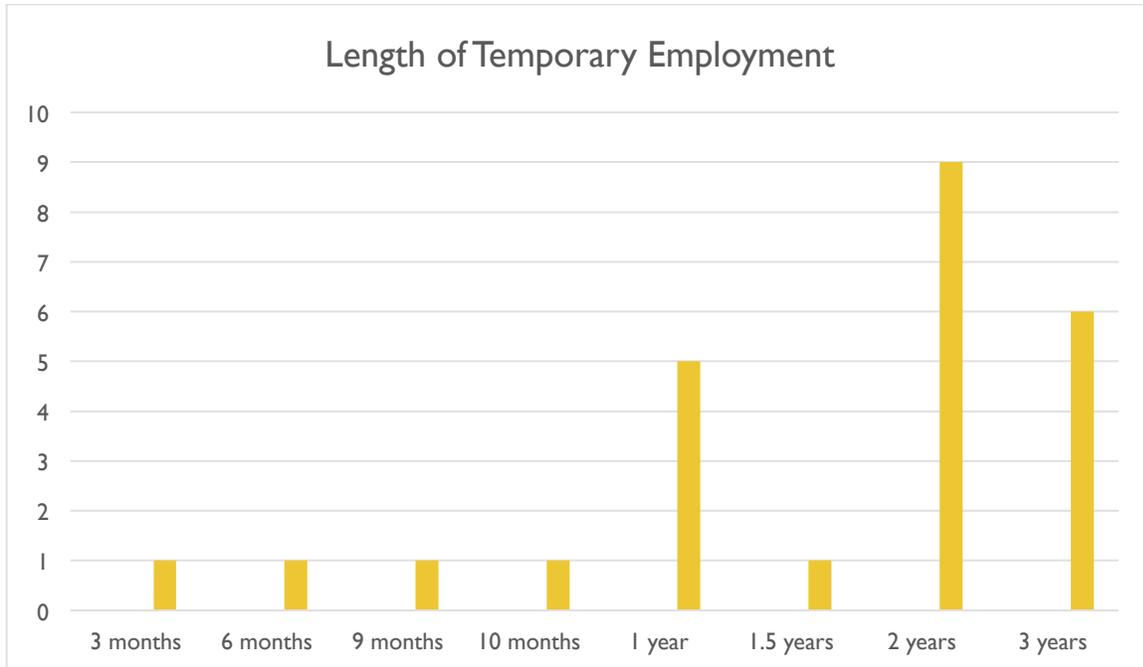


Fig. 4 Length of temporary employment

Organization Type

Organizations were separated into six categories, including all of the categories used in the 2015 analysis: academic, government, corporate, cultural, non-profit, and library. For each posting, organization type was determined by the funding and mission of the organization. As an example, organizations providing records management services to the federal government were classified as government rather than corporate. Figure 5, below, summarizes the breakdown of organization type across all job postings, and is comparable to the 2015 analysis.

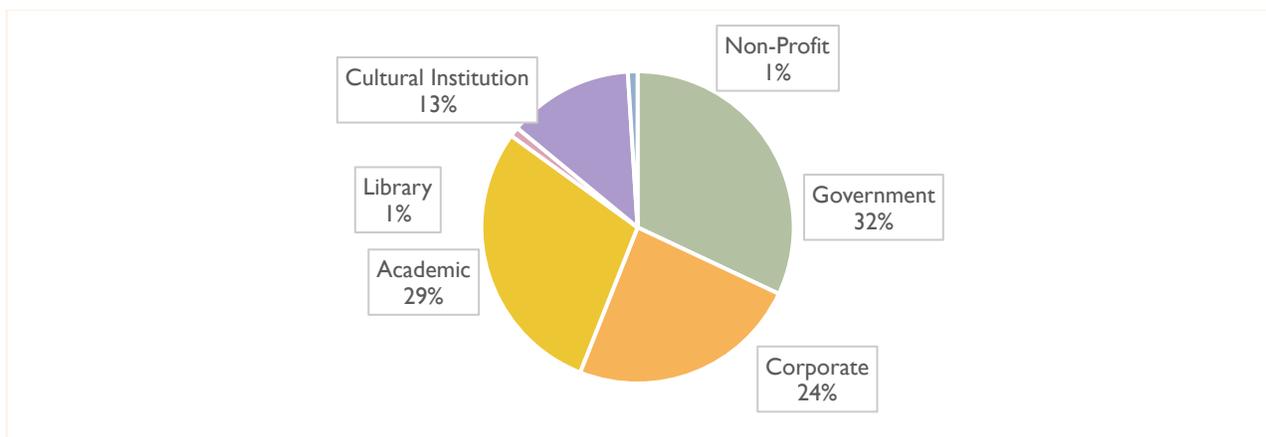


Fig. 5 Jobs by organization type

It is also worth discussing the results for the three distinct job types. Positions in the non-profit sector and libraries were exclusively archival. Cultural institutions were also entirely represented by archiving jobs, although three of those were combination archiving/records management. Forty percent of archival jobs were posted by colleges and universities, with governmental positions comprising the second highest number. The majority of records management positions were offered by the government and corporations. Twelve of the thirteen information governance positions were in the corporate sector.

Geographic Disbursement

To analyze the job postings by location, the following geographic regions were defined:

- Canada: All Canadian provinces and territories
- Mid-Atlantic: Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, Washington D.C., West Virginia
- Midwest: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
- Northeast: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Southeast: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee
- Southwest: Arizona, New Mexico, Oklahoma, Texas
- West: California, Colorado, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming
- Extra-continental: Hawaii, Alaska

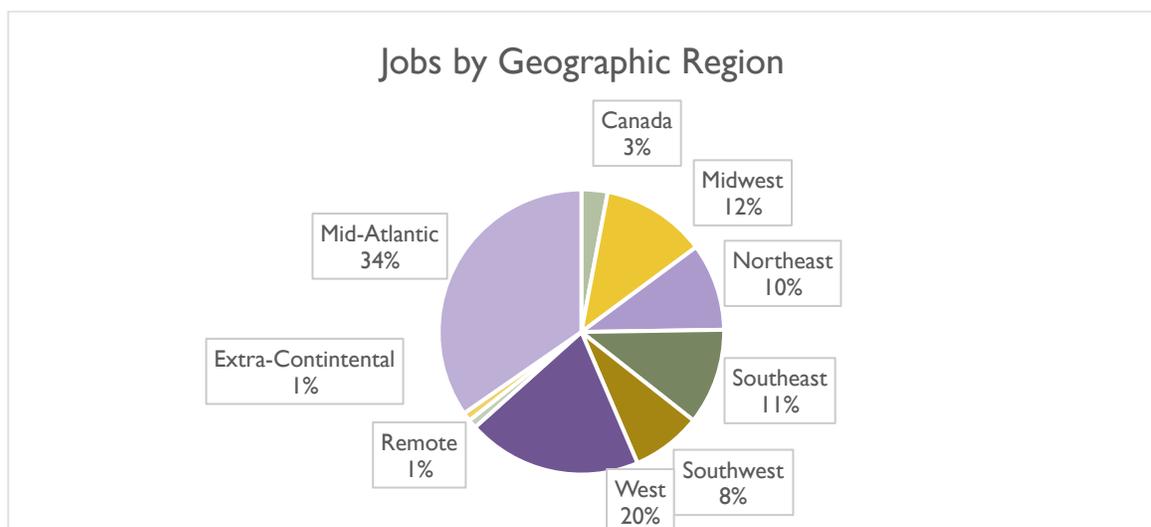


Fig. 6 Jobs by geographic region

The Mid-Atlantic region claimed over a third of the total job announcements in the survey, primarily because of the high number of jobs in New York (30) and Washington D.C. (22). The West had the second highest percentage of total jobs, because of the high number of jobs in California (25). Extra-continental and remote technically had less than one percent each, as each were only represented once on the survey.

In addition to New York, Washington D.C., and California, there were several states that stood out as having consistently more job opportunities in archives and records management: Massachusetts (15), Texas (12), Georgia (11), Illinois (8), Maryland (8), Pennsylvania (7), and Washington (7).

There were 13 states with no job postings over the two month period, including: Alaska, Arkansas, Idaho, Iowa, Kentucky, Maine, Mississippi, Rhode Island, South Carolina, South Dakota, Vermont, West Virginia, and Wyoming. The average number of postings across all territories with at least one posting is five.

Education

In both the 2015 and 2016 data capture, it was prerequisite that all positions either require or prefer a master's degree. For the 2015 survey, it was not indicated whether the degree was required or preferred; the 2016 survey specifically discriminated between these two values. Out of 212 postings, 112 required a master's degree, while 100 preferred a master's degree. Figure 7 illustrates the differences between requirements and preference across the disciplines. Archival positions are far more likely to require the master's degree, while records management and information governance positions typically prefer the master's degree.

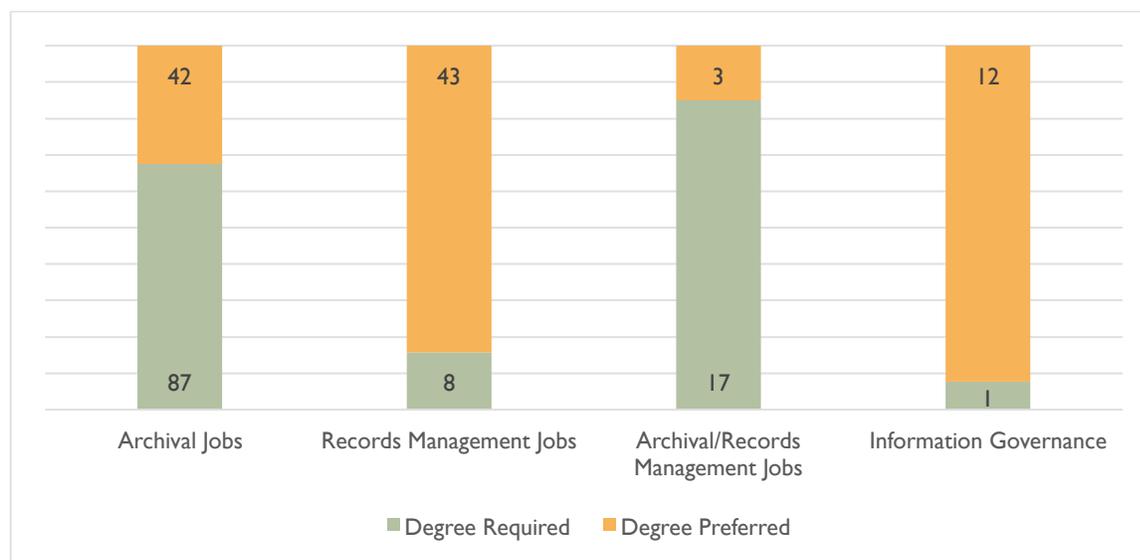


Fig. 7 Comparison of positions that require and prefer master's degrees across the disciplines

Experience

The majority of positions specified the number of years of experiences required or preferred. For postings that specified a range of years (e.g. 3-5), the minimum amount was entered into the spreadsheet. Although most positions stated the necessary years of experience, some used qualitative terms such as significant, demonstrated, and previous. These were all captured as unspecified and accounted for nearly 25% of all postings, as illustrated in Figure 8.

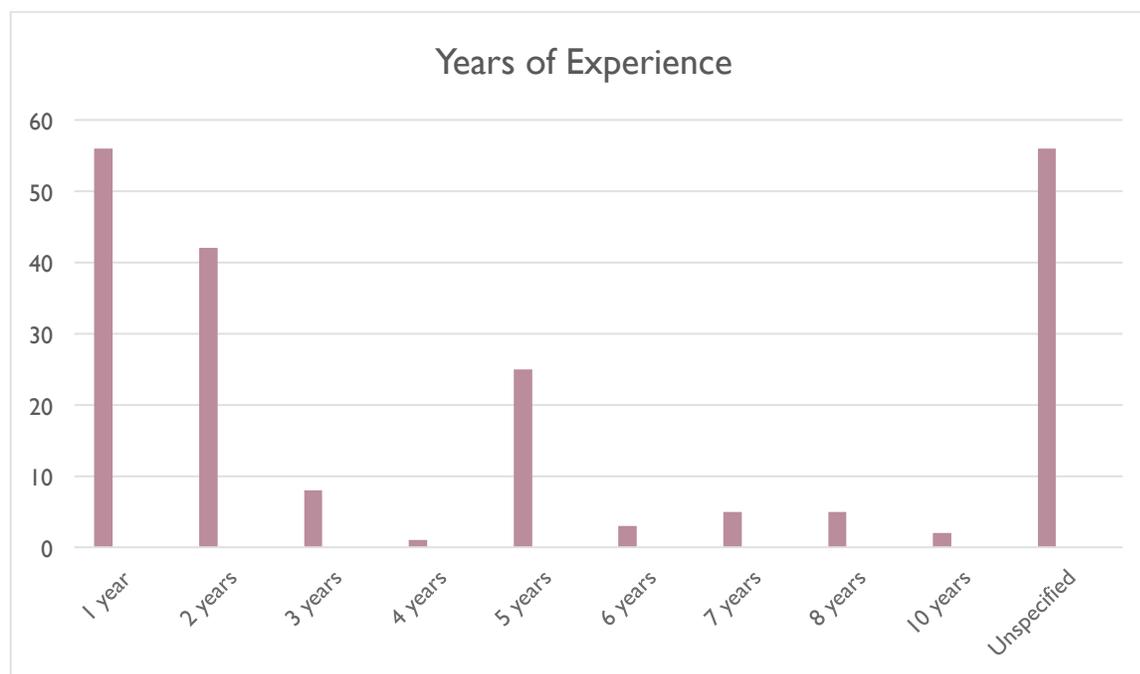


Fig. 8 Years of experience across the disciplines

An analysis of experience levels across the disciplines is more telling. A majority of archival and records management positions that specify years of experience require only one to two years, while information governance positions are more likely to require five or more years of experience. Archival positions had a higher rate of unspecified experience levels compared to the other disciplines. This is suggestive of a negative correlation between required educational attainment and required years of experience, i.e. the more education you have the less experience you need. Additionally, many positions that preferred a master's degree but required years of experience noted that education could substitute for experience (e.g. 2 years of experience or a master's degree, 4 years of experience or a bachelor's degree).

Certifications

Out of 212 positions, 34 required or preferred professional certification or a certificate, with 14 requiring multiple designations. Figures 9-11 provide a breakdown of certification requirements by discipline.

Certifications/Certificates for Archival Positions	ARMA RIM Certificate - 1
ACA Certified Archivist (CA) - 17	ICRM Certified Records Manager (CRM)- 2
SAA Digital Archives Specialist (DAS) - 5	

Fig. 9 Archival certifications

Certifications/Certificates for Records Management Positions	CompTIA Certified Document Imaging Architect (CDIA+) - 1
ICRM Certified Records Manager (CRM) – 12	ARMA Certified Information Governance Professional (IGP) – 1
AIIM Electronic Records Management – 2	AIIM Certified Information Professional (CIP)- 2
ACA Certified Archivist (CA) – 5	ARMA RIM Certificate – 1
SAA Digital Archives Specialist (DAS) - 1	

Fig. 10 Records management certifications

Certifications/Certificates for Information Governance Positions	ARMA Certified Information Governance Professional (IGP) – 4
ICRM Certified Records Manager (CRM) – 3	

Fig. 11 Information governance certifications

Software Experience

The 2016 jobs survey included a wide variety of required and preferred software experience and technical ability, but a majority were only found once or twice across all positions. To maximize the impact of the results, only those software programs and technology skills that appeared in at least five job announcements are listed here.

- Metadata standards (Dublin Core/EAD/EACS/MARC/RAC): 39
- Electronic content management systems (ECM/EDM/CMS/RMS/DMS): 13
- Database management: 12
- Coding/scripting (CSS, HTML, Java): 5

- Microsoft Office: 27
- ArchivesSpace: 22
- Microsoft Excel: 20
- Microsoft Word: 19
- Microsoft SharePoint: 18
- Archivists' Toolkit: 18

- Microsoft PowerPoint: 12
- Microsoft Access: 11
- Adobe Photoshop: 7
- Archon: 5

Knowledge, Skills, and Abilities

The required knowledge, skills, and abilities across all job announcements were both robust and homogenous, and were uniformly consistent with expectations. Advertisements for records managers requested knowledge of records management policy, retention schedules, disposition schedules, and records inventories, as well as the ability to facilitate training, communicate with stakeholders, and analyze existing processes. Archival positions require knowledge of cataloging and descriptive standards, finding aids, acquisition and accession processes, and outreach and reference services. Information governance requires the demonstrated ability to conduct risk assessments, develop frameworks for information management, and manage stakeholder relationships.

The most commonly requested characteristics has not varied since the 2015 analysis. Employers are still expect candidates to have excellent oral and written communication skills, interpersonal skills, organizational skills, analytical skills, problem solving, time management, independence, adaptability, creativity, and leadership. In addition, candidates will be expected to demonstrate capability in project management, customer service, professional development, financial planning and budgeting, advocacy, collaboration, and public speaking.

Conclusion

The 2016 Archives and Records Management Jobs Analysis included over 200 job openings posted over a two-month period and suitable to the educational background of a MARA graduate. A majority of the positions were concentrated in archival management (although the overall percentage was less than that of the 2015 analysis), with a significant number of records management positions, and a handful of information governance openings.

The next Archives and Records Management Jobs analysis will be conducted and published in late 2017.

Report prepared by
Anna Maloney, MARA Student Assistant
Dr. Pat Franks, MARA Program Coordinator