# 2018 ARCHIVES AND RECORDS MANAGEMENT JOB ANALYSIS

## Prepared for the Masters of Archives and Records Administration Program (MARA)
## School of Information
## San José State University

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# 2018

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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 2018 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.

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## Methodology

MARA Student Assistant Katie Kuryla completed the 2018 job analysis. Data was collected over a two-month period from August 20th through October 31st. 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, mainly in records management, that did not require a graduate degree, but which did require knowledge, skills, and abilities acquired through the MARA program.

Additionally, opportunities that specified a Master of Library and Information Science (MLIS) degree from an American Library Association (ALA) accredited program, as well as internships in the field of records management, archives, and information governance were not included.

The following websites were searched weekly for 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.icrm.org/career-opportunities
- Society of American Archivists (SAA) Career Center http://careers.archivists.org/jobs

While all of these websites are good resources for job seekers, posts on Archives Gig and keyword searches of Indeed.com provided the most consistent and relevant results.

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

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

At the end of the data collection period, 176 unique jobs (up from 142 jobs in 2017) were listed in an Excel spreadsheet that divided the jobs into three unique worksheets: archives management, records management, and information governance. 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.
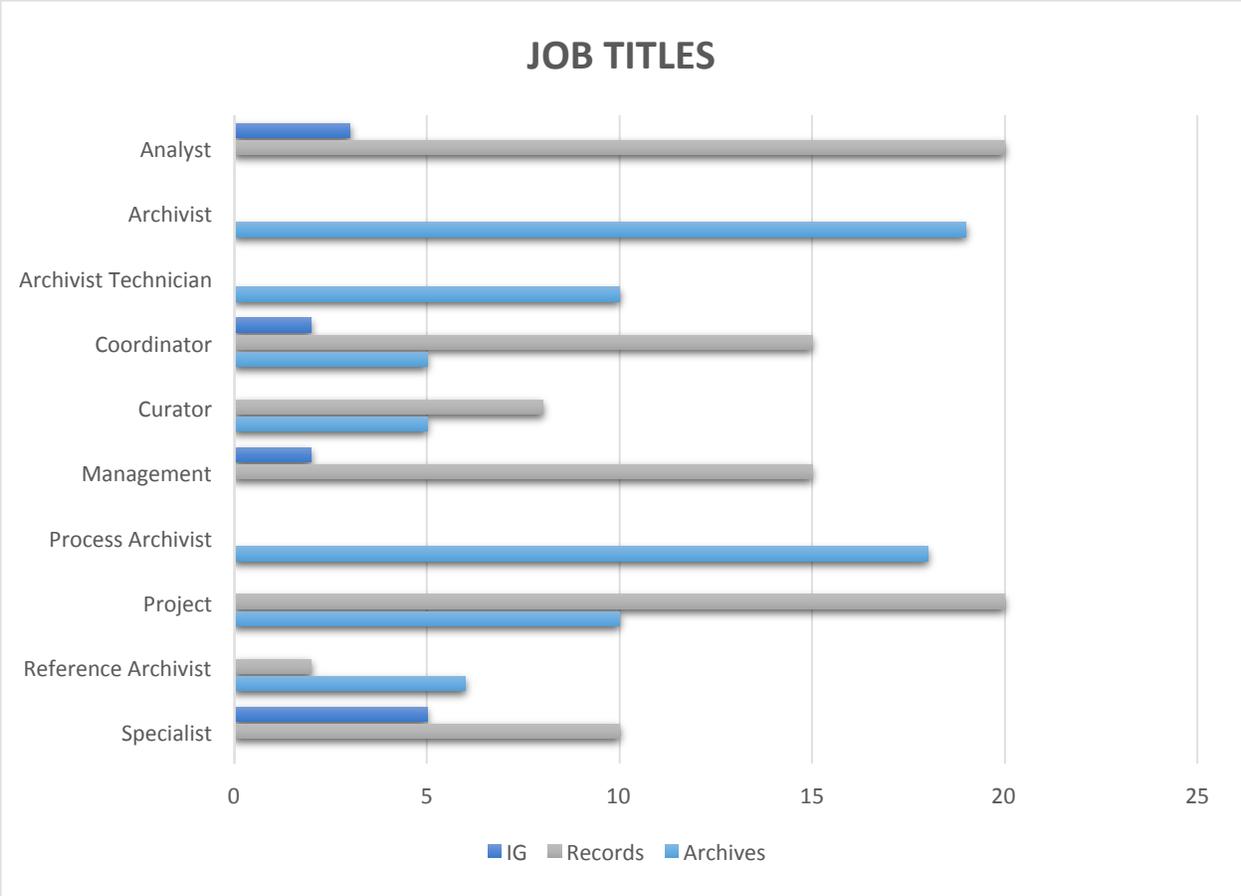
## Job Types

Among the 176 job postings surveyed, 68 were strictly archival positions, 45 were strictly records management positions, and 12 were strictly information governance positions. As well, 46 postings incorporated both archival and records administration functions and five postings integrated records management with information governance.

**JOB TYPES**

Information Governance ▪ Records Management ▪ Archival ▪ Archival/Records ▪ Records/IG

3% | 7%

26%

25%

39%
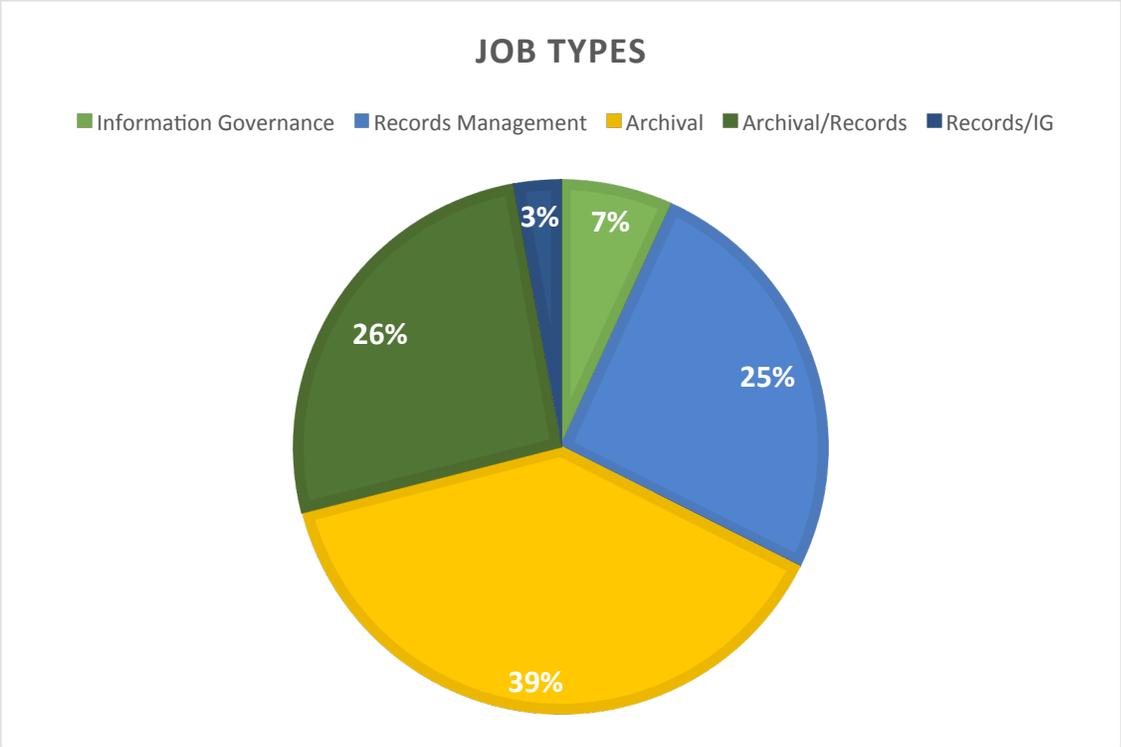
## Job Titles

There were a number of unique job titles across all fields. Of the 176 positions that included archival duties. 40 unique job titles in archives, records management, and information governance. The most commonly repeated titles (with three or more occurrences) were archivist, project archivist, archivist technician, reference archivist, processing archivist, records management, records specialist, and records analyst.

## JOB TITLES



Bar chart titled "JOB TITLES" with categories listed vertically (Analyst, Archivist, Archivist Technician, Coordinator, Curator, Management, Process Archivist, Project, Reference Archivist, Specialist) and horizontal axis from 0 to 25. Legend: IG, Records, Archives.

Of the 45 positions that included records management duties, there were job titles that repeated three or more times, including records management specialist, analyst, and coordinator.

Information governance specialist was the most popular title for Information Governance job positions. Many of the Information Governance job postings from 2018 included titles such as: information governance specialist, information governance analyst, and director of information governance.

## Organization Type

Organizations were separated into three categories: academic, government, and corporate. For each posting, organization type was determined by 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.

It is also worth noting the results for the three distinct job types. Positions that were exclusively archival were mainly academic, broken down into nonprofit, libraries, and cultural. Fifty percent of archival jobs were posted by colleges and universities, with governmental positions being the second highest number. The majority of records management positions were offered by the government and corporations, and all of information governance positions were corporate.
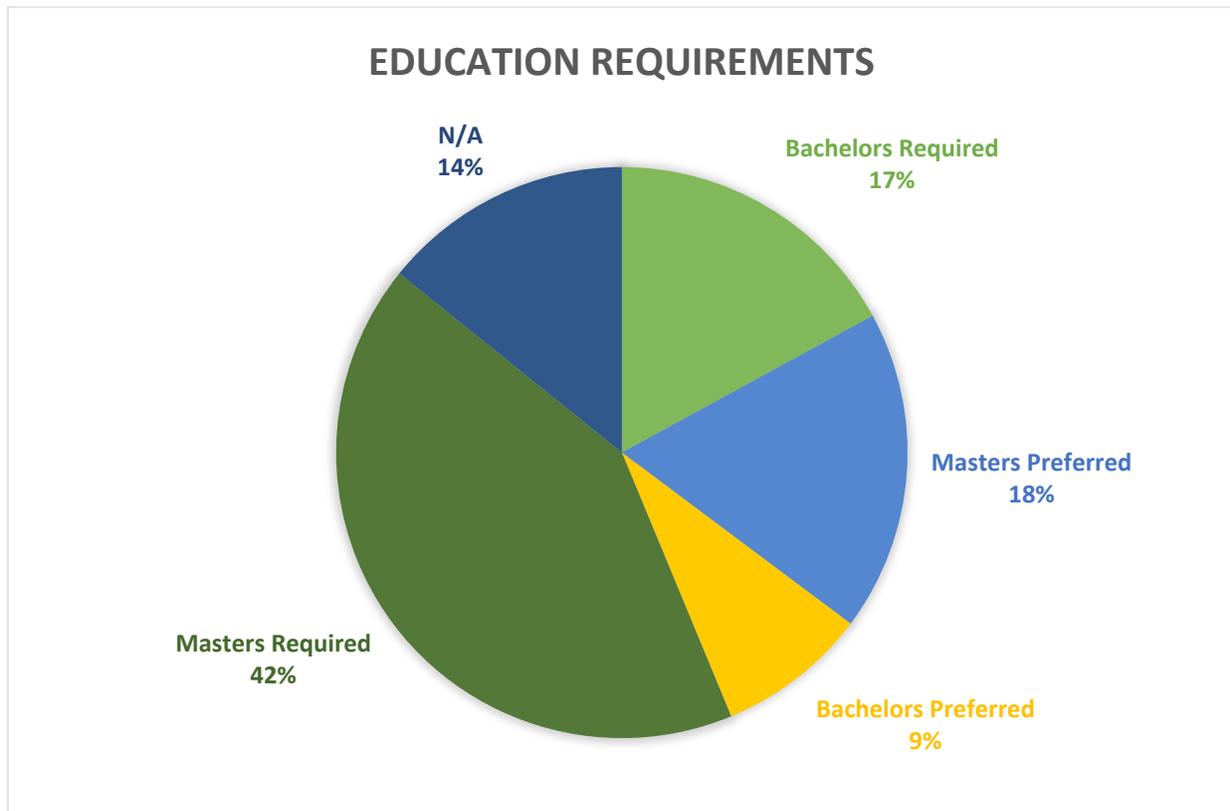
## Employment Status

The employment information for the job advertisements were divided into full-time, part-time, permanent, and/or temporary. Out of the 176 jobs surveyed for 2018, 10 were part-time, up two from the eight from last year. There were 36 temporary positions, categorized as full-time temporary, part-time temporary, and temporary with no specification of full- or part-time. The temporary positions were also organized into specific terms: 3-year term, 1-year term, 3-year term with potential of full-term afterwards. The bulk of the temporary positions were archival with full-time needs, accounting for 25 of the 36 entries. The other temporary entries were made up of records management with 11 job advertisements. Ten job advertisements in archives and records management did not specify the need of full-time, part-time, permanent or temporary employees.

## Education

Since 2016, the survey has discriminated between two values of job positions—those with a master's degree required and those with a master's degree preferred. Based on the data gathered from the 176 positions advertised, we learned:

- For Archival positions, 32 employers preferred a Master's, 47 required a Master's, and 25 did not specify the need/desire for a master's degree.
- For Records Management positions, 15 employers preferred a Master's, 30 required a Bachelor's, and 15 preferred a Bachelor's.
- For Information Governance positions, all employers required a Master's degree.

Based on our findings, information governance positions require a master's degree and archival positions are highly likely to require the master's degree, while records management positions typically preferred a master's degree but some stated specifically that a Bachelor's was required or preferred.

**EDUCATION REQUIREMENTS**

N/A
14%

Bachelors Required
17%

Masters Preferred
18%

Bachelors Preferred
9%

Masters Required
42%

## Experience

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 two keyword listings. Most positions that preferred a master's degree but required a larger amount of experience, noted that education could substitute for experience such as two years of experience and a master's degrees or four years of experience and a bachelor's degree.
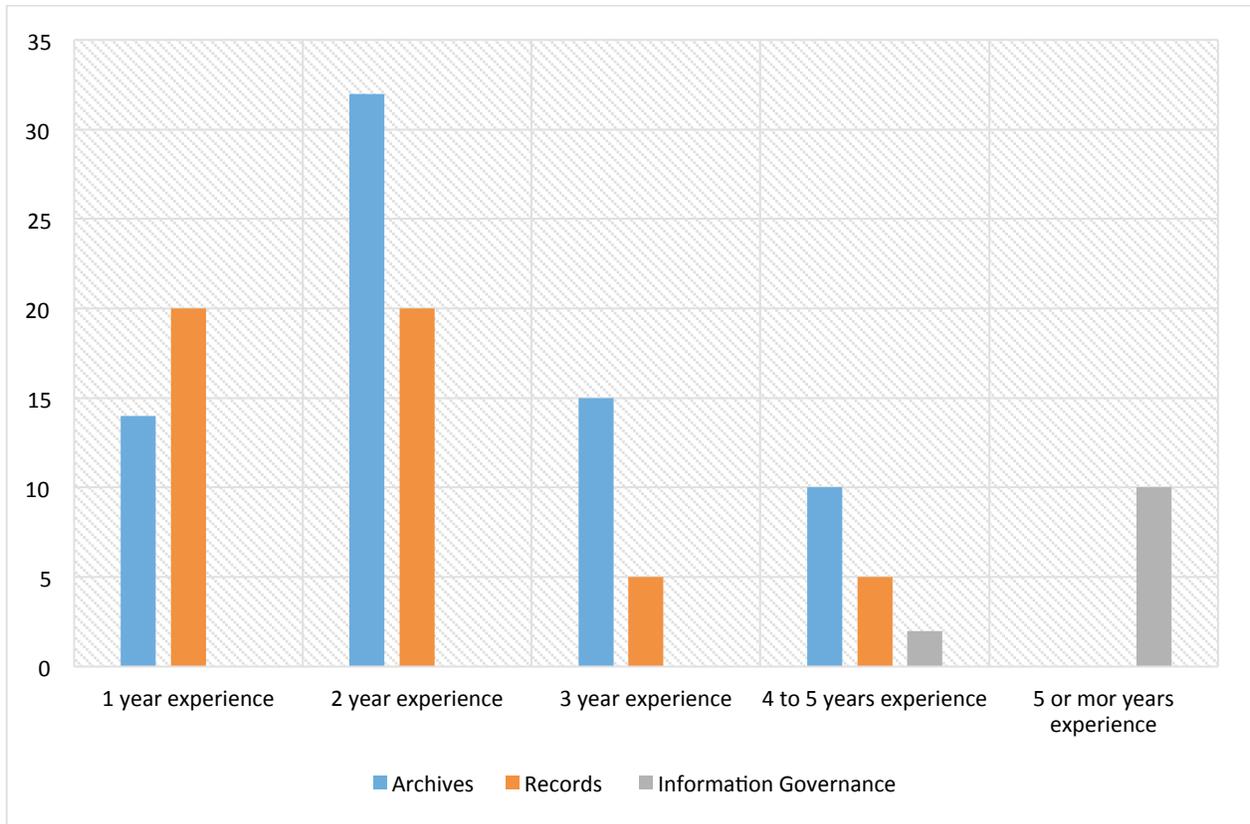
## Geographic Disbursement

The job advertisements were analyzed by location; the following geographic regions were defined:
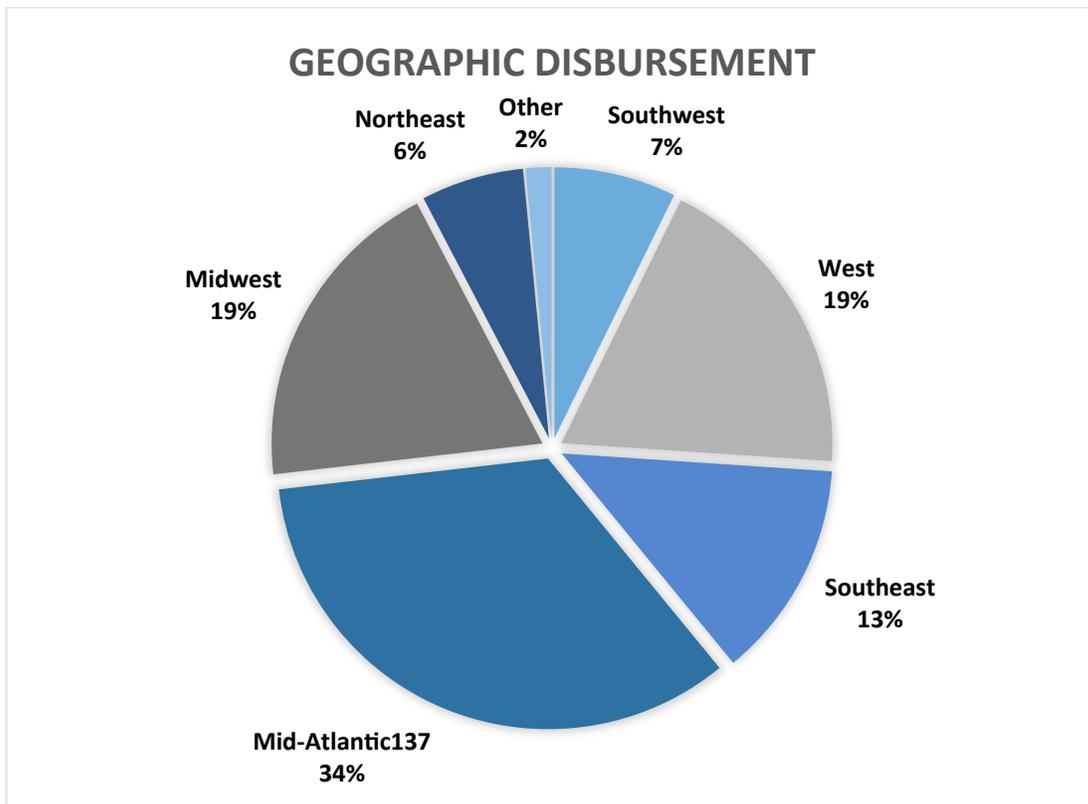
- Canada: All Canadian provinces and territories
- Mid-Atlantic: Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, Washington D.C., West Virginia
- Midwest: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
- Northeast: 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

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 (46) and DC (35). The West had the second highest percentage of total jobs, because of the high number of jobs in California (46). 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: Texas (26), Pennsylvania (20), Maryland (15), and Ohio (15).

In the 2017 survey, 15 states had no job listings. For 2018, there were 11 with no job postings over the two-month period, including: Alaska, Montana, Rhode Island, Maine, Wisconsin, Kansas, New Hampshire, North Dakota, West Virginia, Nebraska, and South Dakota.

## GEOGRAPHIC DISBURSEMENT

Northeast 6%
Other 2%
Southwest 7%
West 19%
Midwest 19%
Southeast 13%
Mid-Atlantic137 34%

## Certifications

Among the 176 job postings surveyed, 30 required or preferred professional certification or a certificate, mainly as a Certified Records Managers for records and archives. Information Governance required more than one certification at a time, looking into Information Governance Professional certificates, Electronic Records Management certificates, and certification in the Governance of Enterprise IT.

## Software Experience

The 2018 jobs survey included a variety of required and preferred software experience and technical ability. Software experience is broken down into categories of metadata standards, which include Dublin Core, EAD, EACS, and MARC; electronic content management systems including ECM, EDM, CMS, RMS, and DMS. Many listings included having software experience in Microsoft Office, Excel, Word, SharePoint, Access and PowerPoint. There were a few that requested Adobe Photoshop, ArchivesSpace and Archivists' Toolkit experience as well. The two biggest software experience required or preferred were Microsoft Office with 45 jobs and metadata standards with 30 jobs.

## Knowledge, Skills, and Abilities

The required knowledge, skills, and abilities across all job announcements were consistent with expectations. Soft skills such as "communication skills," "organizational skills," "ability to multitask," "interpersonal, oral and written skills," and "attention to detail" show up in some form of wording in every listing.

Archives listings requested knowledge for electronic records accessioning, archival theory and principles, and metadata standards. Some archives requested the ability to speak a foreign language as well an ability to lift 40 pounds. The archives listings required knowledge in cataloging and descriptive standards, finding aids, outreach, social media platforms, metadata standards, and reference services.

Records management listings required knowledge of high-level data entry skills, an ability to handle boxes and the ability to pull files from boxes. Also desired was familiarity with ARMA International's recordkeeping principles and practices, records management policy, retention schedules, disposition schedules, metadata standards, and records inventories. These listings also requested the ability to work as a member of a team as well as the ability to train others, communicate effectively, and analyze existing procedures.

Information governance positions required there an ability to synthesize, write, diagnose, collect, extrapolate and review data; excellent troubleshooting skills; and the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. There was a preference for an ability to write reports, business correspondence, and procedure manuals and effectively present information and respond to questions from groups of managers, clients, customers, and the general public.


## Conclusion

The 2018 Archives and Records Management Jobs Analysis included over 176 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 with a significant number of records management positions, and a handful of information governance openings.

The 2019 Archives and Records Management Jobs analysis will be conducted and published late next year.




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