2017 ARCHIVES AND RECORDS MANAGEMENT JOB ANALYSIS

PREPARED FOR THE
MASTERS OF ARCHIVES AND RECORDS ADMINISTRATION PROGRAM

SAN JOSÉ STATE UNIVERSITY

SCHOOL OF INFORMATION

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 2017 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 2017 job analysis was conducted by MARA Student Assistant Katie Kuryla. Data was collected over a two month period from August 21, 2017 through October 21, 2017. To be included in the data set, job 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 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 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, 142 unique jobs were listed in an Excel spreadsheet that divided the jobs into three unique worksheets: archives management, records management, and information governance. The number is down from 2016. 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 142 job postings surveyed, 68 were strictly archival positions, 50 were strictly records management positions, and 12 were strictly information governance positions. As well, 10 postings incorporated both archival and records administration functions and two postings integrated records management with information governance.

Job Type

- Records/Informati... 1.4%
- Records Managem... 35.2%
- Archival 47.9%
- Archival/Records... 7.0%
- Information Gover... 8.5%
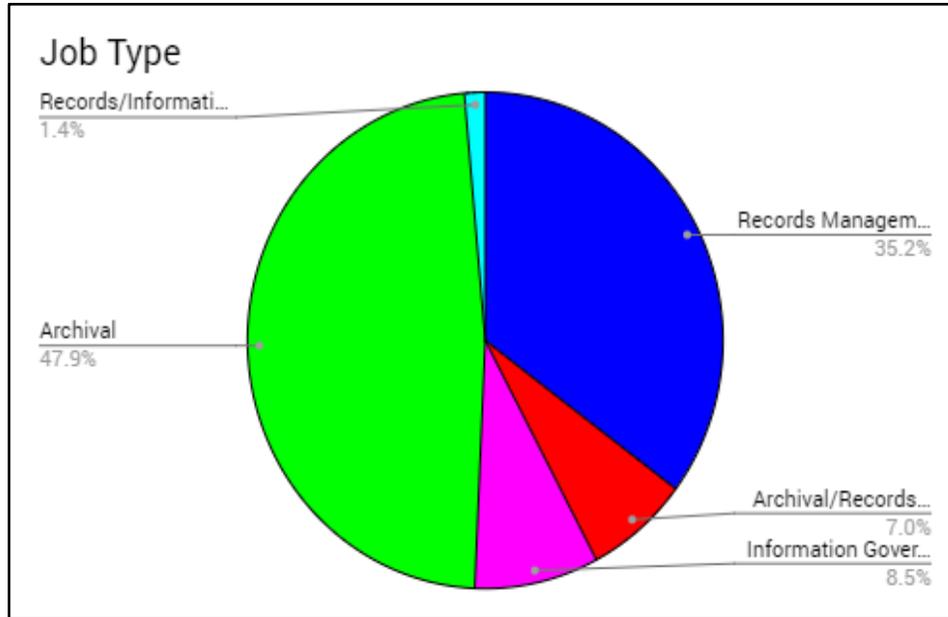
Job Title

There were a number of unique job titles across all fields. Of the 142 positions that included archival duties: 76 unique job titles in archives, records management, and information governance. The most commonly repeated titles (with three or more occurrences) were archivist, digital archivist, project archivist, records management, records specialist, and records analyst.
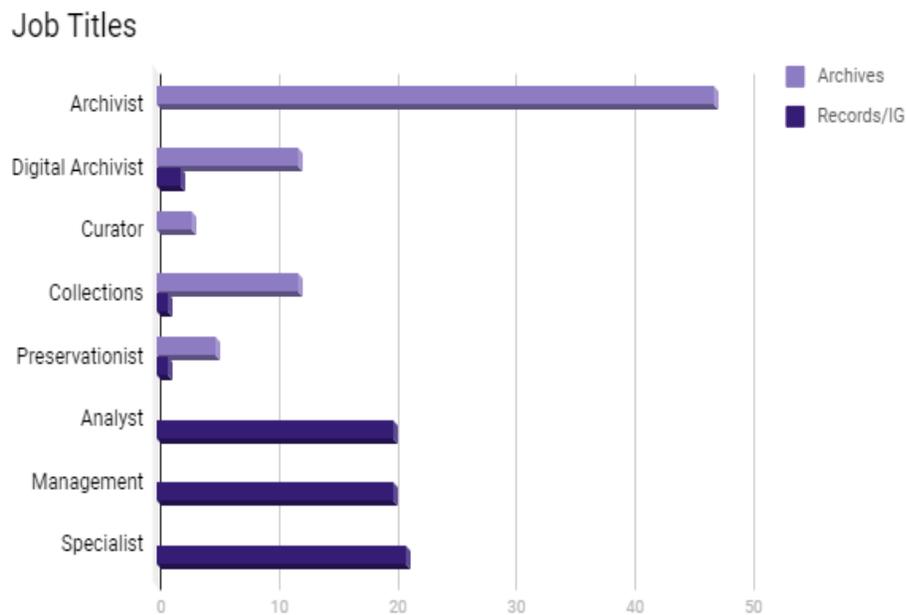
Job Titles

Of the 55 positions that included records management duties, there were eight job titles that repeated three or more times, including records management specialist, analyst, and coordinator.

Compared to the 2016 analysis, which found one IG job title to three unique postings: information governance manager. Many of the IG job postings from 2017 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.
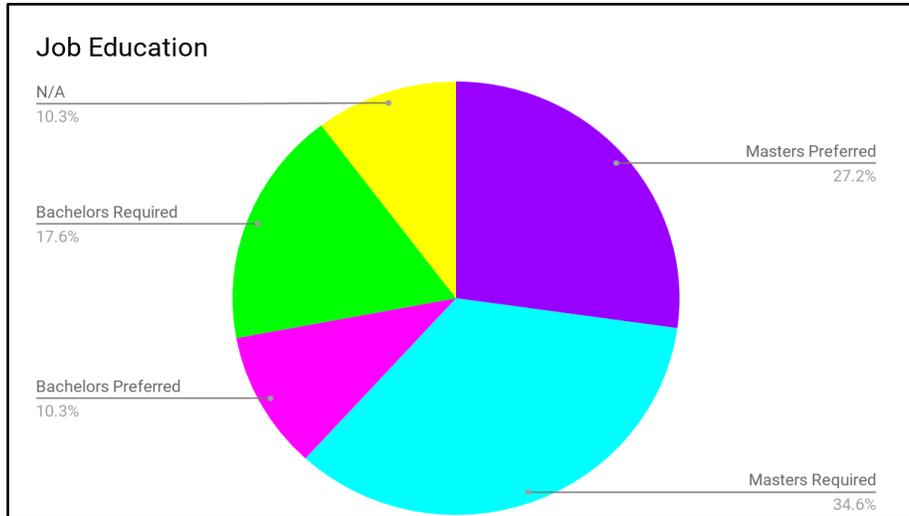
Sixty percent of archival jobs were posted by colleges and universities, with governmental positions being the second highest number. The majority of records management positions were offered by the government and corporations and all information governance positions were all corporate.

Employment status

The employment information for the job advertisements were categorized as full-time, part-time, permanent, and/or temporary. Out of the 142 jobs surveyed for 2017, 8 were part-time. There were 31 temporary positions, divided into full-time temporary, part-time temporary, and temporary with no specification of full- or part-time. The bulk of the temporary positions were archival with full-time needs, accounting for 21 of the 30 entries. The other temporary entries were made up of 9 records management job advertisements and 1 Information governance job advertisement. Six job advertisements in archives and records management did not specify full-time, part-time, permanent or temporary.
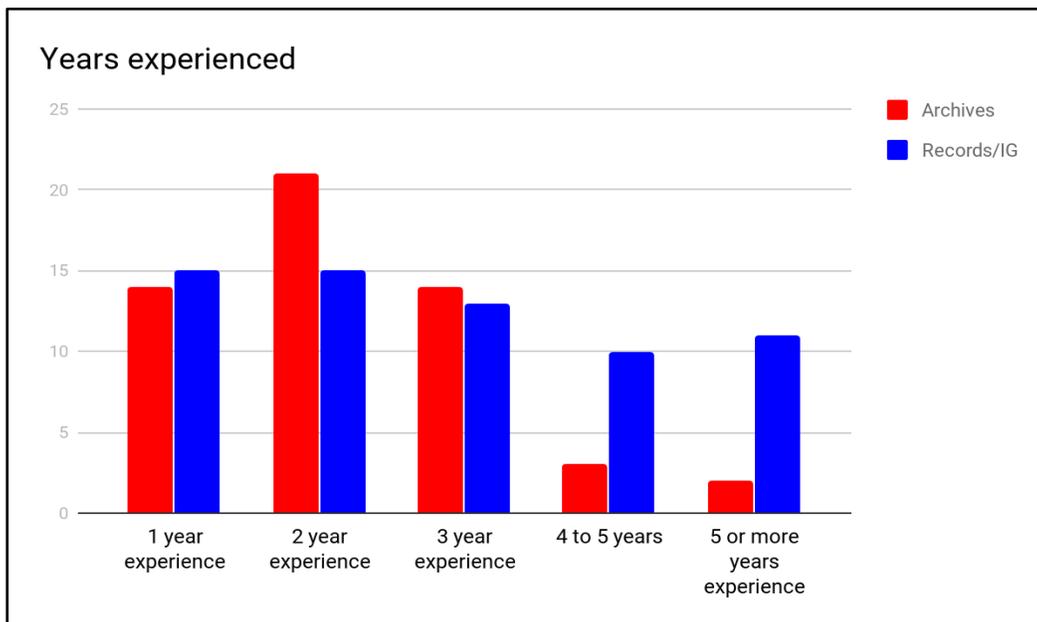
Education

In both the 2015 and 2016 data capture process,positions were included only if they either required or preferred a master's degree. The 2016 survey was the first survey to discriminate between these two values: required and preferred. Out of the 142 postings for the 2017 analysis, 37 preferred a Master's, 47 required a Master's, 1 specified an applicant pursuing a Masters, 14 did not specify. There were a total of 34 job announcements that either required (23) or preferred (14) a bachelor's degree. Archival positions are far more likely to require the master's degree, while records management and information governance positions typically preferred a master's degree but most stated specifically if bachelors was required or preferred.

Job Education

N/A
10.3%

Bachelors Required
17.6%

Bachelors Preferred
10.3%

Masters Preferred
27.2%

Masters Required
34.6%

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.

Years experienced

Archives
Records/IG

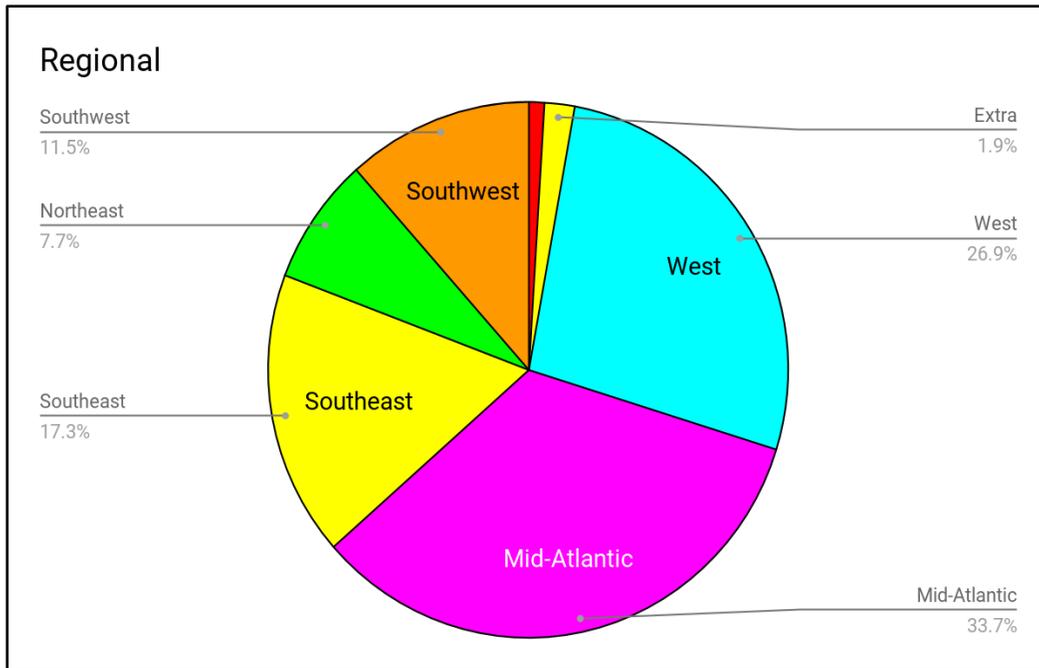| | 1 year experience | 2 year experience | 3 year experience | 4 to 5 years | 5 or more years experience |

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 (16) and DC (15). The West had the second highest percentage of total jobs, because of the high number of jobs in California (20). Extra continental 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 (15), Georgia (10), Massachusetts (10), and New Jersey (9).

There were 15 with no job postings over the two month period, including: Alaska, Arkansas, Idaho, Iowa, Mississippi, South Carolina, Vermont, West Virginia, Connecticut, Montana, Missouri, New Mexico, North Dakota, Utah, and Colorado. The average positing across all territories with at least one posting is five.

Regional

Region	Percentage
Southwest	11.5%
Northeast	7.7%
Southeast	17.3%
Mid-Atlantic	33.7%
West	26.9%
Extra	1.9%

Certifications

Among the 142 job postings surveyed, 27 required or preferred professional certification or a certificate, most often the Certified Records Manager designation for positions in records and archives. Information Governance required more than one certification each including Information Governance Professional, Electronic Records Management, and Electronic Content Management.

Software Experience

The 2017 jobs survey included a variety of required and preferred software experience and technical ability. Software experience is categorized as follows:

- metadata standards which include Dublin Core, EAD, EACS, MARC, RAC;
- electronic content management systems including ECM, EDM, CMS, RMS, and DMS.

Many listings of the job survey included having software experience in Microsoft Office, Excel, Word, Sharepoint, Access and PowerPoint. There were a few that asked for Adobe Photoshop, ArchivesSpace and Archivists' Toolkit experience as well. The software most often required or preferred was Microsoft Office (37 jobs), followed by metadata standards (26 jobs).

Knowledge, Skills, and Abilities

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

Archives listings requested knowledge of electronic records accessioning, archival theory and principles, and metadata standards. Some listings 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, and reference services.

Records listings requested knowledge of high level data entry skills, ability to handle boxes and pulling files from boxes, knowledge of ARMA recordkeeping principles and practices, records management policy, retention schedules, disposition schedules, and records inventories. Also requested were candidates who were able to work as a member of a team, provide training to others, communicate clearly, and analyze existing procedures.

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

Conclusion

The 2017 Archives and Records Management Jobs Analysis included over 140 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 2018 Archives and Records Management Jobs analysis will be conducted and published late next year.

Report prepared by

Katie Kuryla, MARA Student Assistant

Dr. Lisa Daulby, Interim MARA Program Coordinator