2019 Archives & Records Management Jobs Analysis

Prepared for the

Master of Archives & Records Administration Degree Program (MARA)

San Jose State University
School of Information
2019 MARA Program Jobs Analysis

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 2019 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

MARA Student Assistant, McKenna Wulker, conducted the 2019 jobs analysis. Data was collected over a two-month period from September 1st – 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 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
- Indeed http://www.indeed.com
- Institute of Certified Records Managers (ICRM) Career Opportunities: http://www.icrm.org/career-opportunities
- 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 provided the most consistently relevant results. 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: archives, records, and information governance. However, of those 212 jobs, 67 had to be eliminated from the data set for requiring only a Bachelor's degree or less. This brings the total job postings surveyed to 145. 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 145 job postings, 94 were strictly archival postings, 14 were records postings and 3 were information governance listings. Additionally, 29 postings incorporated librarian in the title, though the job was for an archivist position. There were also 5 job postings combining records and archives.

![Pie Chart]

Job Titles

There were a number of unique job titles across all fields. The most commonly repeated titles (with three or more occurrences) were archivist, assistant archivist, collections archivist, digital archivist, digital projects coordinator, project archivist, university archivist, records specialist, records & information management specialist, and records manager.
Organization Type

Organizations were separated into three categories: academic, government, and private. 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.
As a whole without job type distinction:

![Pie chart showing job types distribution: University 43.2%, Private 36.3%, Government 20.5%]

It is also worth noting the results for the three distinct job types. Positions that were exclusively archival were mainly academic. Nearly half of archival jobs were posted by colleges and universities, with private positions being the second highest number. The majority of records management positions were offered by the government and private businesses, and all of information governance positions were with government or private. No university had a job listing for an information governance position.

**Employment Status**

The employment information for the job advertisements were divided into full-time, part-time with some jobs specifying temporary or permanent. Out of the 145 jobs
surveyed for 2019, 20 were part time, up 10 from the 2018 results. Thirteen job postings did not list whether the position was full time or part time. Seventeen of the total job postings listed a term limit of one, two, or three years, some with the potential to continue longer depending on funding or workload; the bulk of these positions being in the archival field.

**Education Requirements**

For education requirements, we looked at three categories: master’s degrees required, master’s degrees preferred, and no distinction. Based on the data gathered from the 145 positions surveyed, the breakdown is as follows:

- For archival positions, 69 employers required a master’s, 16 preferred a master’s, and 39 did not specify the need/desire for a master’s degree.
- For records positions, 4 employers required a master’s, 5 preferred a master’s, and 10 did not specify the need/desire for a master’s degree.
- For information governance positions, 0 employers required a master’s, 2 preferred a master’s, and 1 did not specify the need/desire for a master’s degree.
Of the excluded data, 21 archives jobs required a bachelor’s or less, 32 records jobs required a bachelor’s or less, and 14 information governance jobs required a bachelor’s or less. Jobs required enrollment in a graduate level program, but not a completed degree at the time of hire, were included in the “no distinction” category.

Experience

An analysis of experience levels across the disciplines is more telling. Some jobs provided a desired range of experience, as opposed to an exact number of years. Overall, desired experience ranged between all job types from 0-15 years. A high number of positions allowed for education to substitute for experience and vice versa. Of the 145 jobs listed, 66 did not define a required experience level. Forty-five percent*
of all jobs required between one and three years of experience. *If a range was given, the lowest number was calculated.

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
For archiving jobs, the most popular states were California (13 jobs), Massachusetts (12 jobs), New York (16 jobs) and Washington D.C. (10 jobs). For records jobs, the most popular states were California (4 jobs), Michigan (2 jobs), Vermont (2 jobs), and Washington D.C. (2 jobs). All three of the information governance jobs were in different locations.

In the 2018 jobs survey, there were 11 states with no job postings over the two month period. In 2019, there were 15 states with no job postings (that met our criteria) including: Arkansas, Delaware, Florida, Idaho, Indiana, Iowa, Louisiana, Maine, Mississippi, North Dakota, Oklahoma, South Dakota, Tennessee, Utah, and Wyoming.
Certifications

Among the 145 job postings surveyed, only 9 required or preferred professional certification or a certificate, mainly as a Certified Records Manager, Digital Archives Specialist, or Certified Archivist (ACA certification).

Software Experience

The 2019 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, Archivists’ Toolkit, Archon, and CONTENTdm experience as well. The two biggest software experience required or preferred were Microsoft Office with 19 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 postings requested the ability to lift a certain number of pounds. Additionally, the postings 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 an ability to synthesize, write, diagnose, collect, extrapolate and review data; excellent troubleshooting skills; and the ability to read professional journals, technical procedures, and governmental regulations.

**Conclusion**

The 2019 Archives and Records Management Jobs Analysis included over 145 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 few of information governance openings.

The 2020 Archives and Records Management Jobs analysis will be conducted and published late next year.