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Archive Specialist – National Park Collections at Wrangell-St. Elias National Park and Preserve – Copper Center, Alaska

Description

Working in collaboration with Wrangell-St. Elias National Park and Preserve (WRST), Great Basin Institute is hiring an Archive Specialist to join our Research Associate (RA) Program and provide archival resource support in Copper Center, Alaska. The Specialist will work with the [park record collection](#) housed at Park headquarters. Archival tasks will include arranging records and physically processing and cataloging approximately 30 linear feet of archival materials. Specific duties associated with archives management include but are not limited to:

- Working with park staff to identify records for appropriate disposal;
- Preparing and organizing permanent records for retention;
- Arranging, describing, and rehousing permanent records for addition to park archives;
- Producing a finding aid and catalog record for the archival records that are processed;
- The work is partially sedentary with prolonged standing, walking, and bending often required, as well as lifting and moving of heavy items weighing 50 pounds or more.

The successful applicant will then have the opportunity to continue processing archival collections at [Glacier Bay National Park](#), located in Alaska's southeastern archipelago west of Juneau.

Location

[Wrangell-St. Elias National Park](#) is a vast national park that rises from the ocean all the way up to 18,008 ft. At 13.2 million acres, the park is the same size as Yellowstone National Park, Yosemite National Park, and Switzerland combined! Within this wild landscape, people continue to live off the land as they have done for centuries. This rugged, beautiful land is filled with opportunities for adventure.

Located 10 miles south of Glennallen from the intersection of the Glenn Highway and the Richardson Highway, the Copper Center Visitor Center Complex is the place for visitors to start their visit to the park. The campus-like setting includes: a visitor center, a bookstore, an exhibit hall, a theater, restrooms, picnic tables and a picnic shelter, an amphitheater, the Ahtna Cultural Center, scenic overlooks, and short hiking trails (open during summer months). The park administration and business offices where the archival work take place are located nearby.

Compensation, Benefits, and Timeframe

- Wage: \$22.75/hour
- Benefits:
 - Paid personal leave and federal holidays
 - Fully paid medical insurance premiums (health, dental, vision)
- Full-time, 12-week appointment beginning in January 2022, or upon availability and successful completion of a Department of Interior (DOI) Background Investigation (BI)

Qualifications

- Educational experience with a bachelor's degree in library and information science, archival studies, museum studies, history, or closely related field – applicants currently enrolled in a

program leading to a master's degree in information science or museum studies are strongly encouraged to apply;

- Experience working in an archives setting preferred, including arranging and describing, processing, cataloging, research, preservation, and housing of collections;
- Self-starter with the ability to work with minimal direct supervision;
- Self-motivated and detail-oriented, possessing strong organizational skills to effectively plan and complete assigned workload within defined timelines;
- Ability to effectively communicate orally and in writing with a diverse audience including co-workers, members of the public, and agency personnel;
- Intermediate or advanced skill using Microsoft Word, Access, and Excel, with ability to manually enter, manage, manipulate, and graphically display data;
- Flexibility to handle competing and changing priorities with a positive attitude;
- Ability to work productively, consistently, and cooperatively independently or as part of a team to accomplish mutual goals;
- Possess a clean, valid, state-issued driver's license; and
- Ability to complete activities including prolonged periods of deskwork, lifting and moving of heavy items weighing 50 pounds or more.

Successful applicant(s) must complete a Department of Interior (DOI) Background Investigation (BI) or submit paperwork to NPS human resources indicating an active and fully adjudicated BI has already been completed prior to beginning position. If you already have a fully adjudicated BI, please let us know in your application.

How to Apply:

Please follow the link below to apply directly through our online portal:

<https://www.vscyberhosting.com/greatbasin/Careers.aspx?req=2021-RAP-088&type=JOBDESCR>

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.