

Institutional Archivist

The Laurentian University Library and Archives invites applications for a 24-month Limited Term Appointment Institutional Archivist position. The mandate of the Institutional Archives is to preserve Laurentian University's historical records, acting as the main collection point for documents that reflect its history and activities. The preferred start date is **January 1, 2026**, or as negotiated.

The Institutional Archivist will:

1. Work collaboratively on the development of policies, practices, and guidelines related to Institutional Archives, including a mandate and collection policy aligned with the University Records Management Policy.
2. Develop processes and procedures for the transfer and management of both print and electronic Institutional Archival records from faculties, schools, offices, and units to the Institutional Archives.
3. Arrange, describe and support access to print and electronic University records transferred to Institutional Archives.
4. Collaborate with the Records Management Specialist on the development of a retention schedule and identifying archival records across the University.
5. Collaborate with the Library and Archives team on the development of a digital preservation program.

In addition to active engagement and participation in librarianship and research, the successful candidate will be expected to participate in scholarly activity and university governance.

The successful candidate must have:

1. A Master's Degree in Archival Studies (MAS) or Library/Information Studies (MLIS, MIS or MI) with a focus in Archives from an ALA accredited institution.
2. Knowledge of the Rules for Archival Description (RAD) and archival theory; experience processing archival records would be considered an asset.
3. Strong understanding of copyright, privacy and information access laws as they apply to the Archives.
4. Understanding of the role of records management and its connections to organizational records and archives.
5. Interest and experience with digital records and digitization processes.
6. Able to communicate fluently in English and French, both oral and written.
7. A clear understanding of public services and excellent interpersonal skills.
8. Demonstrate organizational skills and initiative.

The personnel of the Library and Archives strives to support student learning and faculty teaching and research by developing rich library and archival collections, both physical and digital; by providing information literacy instruction and point-of-need assistance in a variety of formats; by maintaining safe and comfortable study spaces for individuals and groups; and by offering more specialized services around data, archival fonds, publications, and more. The Library and Archives service points include the J.N. Desmarais Library, the Laurentian University Archives, the Architecture Library, and the Education Resource Centre.

Laurentian University, located on Atikameksheng Anishnawbek territory in Sudbury, Ontario, serves over 8000 students and is one of two bilingual universities in the province of Ontario. Committed to its bilingual, tricultural mandate, Laurentian University offers an outstanding university experience in English and French with a comprehensive approach to Indigenous education. Laurentian's beautiful, forested campus is surrounded by fresh-water lakes, conservation lands and hundreds of kilometres of cross-country and hiking trails while situated in the geographic centre of Greater Sudbury, northern Ontario's major urban centre (population 160,000). Laurentian University has close and productive ties to Science North, SNOLAB, NOSM University, Health Sciences North, and multiple post-secondary institutions.

Application Requirements

A complete application includes the following:

- A cover letter (including one of the two statements about citizenship/resident status specified below)
- An up-to-date Curriculum Vitae
- The names and contact information for three references

The application package, inclusive of all documents, should be submitted electronically as a **single PDF file** to: Office of Provost and Vice-President Academic at academic-careers@laurentian.ca with the following subject line: Application for faculty position in the Department of the Library and Archives. The deadline for receipt of applications is **November 15, 2025**, or until the position is filled.

Laurentian University is an inclusive and welcoming community committed to employment equity. Applications are encouraged from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions. Laurentian University's bilingualism policy (Section 7.3.b) provides a provision regarding the language requirement for persons self-identifying as First Nations, Métis or Inuit. (<https://laurentian.ca/bilingualism>) The successful candidate will be part of the Laurentian University Faculty Association (LUFA). Candidates are encouraged to consult the Collective Agreement at www.lufappul.ca.

Laurentian University is committed to providing an inclusive and barrier-free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process. Please contact the Office of the Provost and Vice-President Academic for more information (pvpa@laurentian.ca).

All qualified persons are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

To comply with federal laws, the University is obliged to gather statistical information as to how many applicants for each job vacancy are Canadian citizens / permanent residents of Canada. Applicants need not identify their country of origin or citizenship; however, all applicants must include one of the following statements: "I am a Canadian citizen / permanent resident of Canada"; OR, "I am not a Canadian citizen / permanent resident of Canada" in their cover letter. Applications that do not include this information will be deemed incomplete.