



Classification Description

Job Title: Digital Archivist

Pay Grade: 112

Job Code: 4768

FLSA Status: Exempt

Job Purpose

The Digital Archivist is responsible for leading the development of the FSW Institutional Repository (Digital Commons at FSW), which includes archives, special collections, and student and faculty scholarships. Along with responsibility for FSW's digital collections, this position is responsible for the collection and selection of physical and digital born archival materials related to the history of FSW. This is technical work performing complex and integral library job functions within the Division of Libraries at the Rush Library on the Lee campus. Responsibilities include administering Digital Commons and managing preservation and access to the library's physical and digital initiatives by providing a full range of collection management, metadata, and preservation and digitization services. The Digital Archivist identifies, collects, processes, and curates materials that relate to the history of Florida SouthWestern State College and its purpose, mission, and vision in the greater Southwest Florida region. Other duties include assisting Librarians, administrators, and professional staff in the day-to-day operations of the College Library to include circulation, reference, online access to information, and other related activities. This position reports to the Assistant Vice President for Library Services.

General Responsibilities

Essential Functions

Serves as primary administrator regarding the implementation, development, and management of the College's institutional repository – Digital Commons at FSW – and other technologies used for preserving and providing access to digital assets.

Leads the development and implementation of efficient workflows to ensure the successful accessioning, processing, preservation, and access of archives and special collections.

Plays an integral role in the implementation, development, and management of Digital Commons and other technologies used for preserving and providing access to digital assets.

Develops and implements a comprehensive long-term strategy for managing digital records in the Archives.

Assists with the planning and development of policies related to digital collections.

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Creates and manages digital files, including preservation and technical metadata.

Scans and digitizes archival materials.

Analyzes, researches, and improves digital preservation workflows to ensure long-term care for born-digital and digitized materials.

Creates metadata for digital materials, applying appropriate schemas, standards, and controlled vocabularies to enhance discoverability and access. Oversees the implementation of technologies and systems that support a full spectrum of digital objects and services.

Identifies and selects College archival material and special collections in collaboration with College faculty and administration, as well as outside community partners.

Serves on College-wide teams and committees to solicit archival and academic materials to ensure access and discovery solutions.

Serves as a resource for College administration in providing historical documents and information.

Serves as the contact for FSW community, both internal and external partners (e.g., Holocaust Museum, Edison and Ford Winter Estates, etc.).

Serves as a liaison on various consortia committees.

Maintains a high level of confidentiality.

Manages the Controlled Digital Lending (CDL) project; creating and delivering digitized course reserve materials for FSW courses.

Adds eReserve titles to the College's repository.

Generates exported scanned derivative metadata sets to the FSW repository of eReserve titles for student access.

Researches license agreements to place new subscription orders and monitors subscriptions in relation to existing license expirations and renewals, registration, and activation of electronic subscriptions.

Reviews and assesses the electronic resources workflow, including the database resources, and the ordering, invoicing, and cataloging of electronic resources.

Maintains awareness and engagement of trends and developments in e-resource acquisitions and management.

Assists in the performance of original and copy cataloging when necessary.

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Works with Library faculty and staff to ensure information within FSW Libraries' electronic resources are accurate and appropriately shared and distributed.

Assists in the collection and reporting of appropriate statistics related to the use of electronic resources.

Represents the Library by serving on appropriate internal and external committees and participates in relevant local, regional, and national professional organizations and associations.

Maintains a high level of confidentiality.

Develops and implements a comprehensive long-term strategy for managing digital records.

Plays an integral role in the planning and development of policies related to digital collections.

Supervises archival assistants and plays a key role in the hiring and training of such assistants, including student workers and volunteers.

Generates and manages digital files, including preservation and technical metadata.

Digitizes and preserves archival materials.

Analyzes, researches, and improves digital preservation workflows to ensure long-term care for born-digital and digitized materials.

Monitors the lifecycle of digital assets, performing maintenance and ongoing assessment of the archive's digital resources and institutional repository.

Produces finding aids (e.g., ArchivesSpace), LibGuides, statistics, reports, etc.

Provides archival reference and research activities.

Collaborates with other units throughout the College on archival/academic related projects.

Assists in developing displays that highlight archival materials and engage campus communities.

Stays abreast of archives, library issues, and trends.

Establishes and maintains relationships with FSW Community Partners.

Performs other duties as assigned.

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These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree in library science (i.e., MLIS, MLS) from a regionally accredited institution of higher education.

Two (2) years of related full-time professional work experience. An appropriate combination of education and experience may be substituted.

Flexibility to work varied shifts, including evenings and weekends.

Ability to use library and archive specific systems.

Demonstrated experience using a personal computer, Microsoft Office software applications such as MS Word, Excel and Outlook email.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a willingness to learn policies, procedures, and regulations pertaining to the position.
- Ability and willingness to make presentations in front of various sized groups.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with all constituencies of the College. Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.

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- Possess the knowledge of general written standards and procedures utilized, and can read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 21, 2025.