



## ALGOMA UNIVERSITY JOB POSTING

<b>JOB TITLE:</b>	<b>Site Search Archives Specialist</b> Staff Bargaining Unit
<b>DEPARTMENT:</b>	Shingwauk Residential Schools Centre
<b>POSITION STATUS:</b>	Full-time, 2 year limited term contract <b>contingent on funding</b> (35 hours/week) OSSTF Support Staff Union
<b>SUPERVISION RECEIVED:</b>	Director, Mukwa Waakaa'igann
<b>SUPERVISION EXERCISED:</b>	Student Assistants as needed
<b>LOCATION</b>	Sault Ste. Marie

### **JOB SUMMARY:**

- A. Archival Work and Processing (60%)
- B. Community Outreach (35%)
- D. Other Duties (5%)

The Site Search Archives Specialist reports to the Director, Mukwa Waakaa'igan. The incumbent works with a high degree of independence to provide archival support to the Shingwauk site search. A high degree of sensitivity to confidential issues and the ability to take appropriate measures to ensure their integrity is mandatory.

The incumbent must be able to handle a variety of tasks simultaneously, establish priorities, work independently, use good judgment and be comfortable with decision-making. The incumbent must be able to work with frequent interruptions to work flow which may create changes in priorities.

### **RESPONSIBILITIES:**

- A. Archival Work and Processing
  - Creating archival documentation processes to support the Shingwauk Site Search
  - Working closely with the National Centre for Truth and Reconciliation, Library and Archives Canada, the Archives of Ontario, and other archival repositories to secure records relevant to the Shingwauk Site Search



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to ensure the ethical collection of sensitive and important information and conducted in culturally respectful and appropriate ways; and are maintained with high quality and integrity

- Works respectfully with Survivors in telling their truths through various mediums with a view to create teaching and learning resources that tells the truthful history of Indian Residential Schools
- Maintaining documentation of Shingwauk site search and supporting community capacity building for Residential School Survivor groups and communities
- Implements records management plan for all records created during the Shingwauk Site search. Responsible for associated record retention schedule.
- Providing effective reference service using the SRSC's archival collections to all users of the archives including the identification, retrieval, and reproduction of relevant Algonia University archival materials
- Accessioning, arranging and describing archival donations relating to Residential Schools according to the Canadian National Standard for archival description: the Rules for Archival Description (RAD)
- Responding to Survivor, family, and community requests for documentation about students who attended the Shingwauk Residential School and other Residential Schools across Canada
- Works with Shingwauk site search and communications team to ensure respectful documentation of the work involved in the site search
- Uses OCAP Principles (Ownership, Control, Access and Possession) in collaboration with the Children of Shingwauk Alumni Association when determining appropriate access protocols for materials in the SRSC archives
- Supports the implementation of the Steering Committee on Canada's Archives Reconciliation Framework in the context of the SRSC archives
- Supports use of a Trusted Digital Repository and archival preservation software to support the long term preservation of textual, photographic, and audio-visual material associated with the site search
- Uses Archive-It to document and preserve any media and web coverage of the Shingwauk Site search

### B. Community Outreach

- Supports development of training and educational resources to support archival work across former Residential School sites
- Assists with internal and external training programs and opportunities connected to the legacy of the Shingwauk site
- Supports the Shingwauk Residential School Site Search work plan and associated community outreach efforts
- Supports ongoing and effective communication with the Survivor community
- Supporting the Children of Shingwauk Alumni Association through providing resources, archival expertise, and occasional administrative support
- Supports ongoing oral history projects through documentation, workflow establishment, and best practices.
- Provides expert advice to other Residential School Survivor and community groups around archival practices



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- Develops and delivers community facing training program for other residential school searches to help build community capacity in this work

### D. Other Duties

- Attend appropriate meetings and workshops and serve on committees as assigned
- Maintain membership in appropriate professional associations
- Participates in ongoing training and professional development
- Other duties as assigned

### WORKING CONDITIONS:

- Physical Effort
  - Moderate physical effort required to rearrange material on archival shelving (this includes lifting, stretching, climbing and bending)
- Physical Environment
  - Minimal exposure to unpleasant/disagreeable conditions
- Sensory Attention
  - Moderate need for detailed/precise work (data entry) to be completed while accommodating interruptions - Ability to multitask and manage multiple projects at one time while meeting associated deadlines - High demand for time management and ability to establish priorities
- Mental Stress
  - Considerable mental stress from working with historical trauma in a deadline driven environment. Working collaboratively, cross-departmentally and cross culturally - Highly sensitive material that could be triggering emotionally, mentally and spiritually - This position sometimes requires irregular hours of work, including weekends and evenings

### MINIMUM QUALIFICATIONS:

- An MLIS, MAS, MA in Public History, Indigenous Studies, Anthropology, Sociology or a relevant combination of education and experience
- Minimum 3 years working in an archival or museum setting
- Demonstrated experience working with First Nation communities and Residential School Survivors
- Excellent interpersonal, oral and written communication skills
- Exceptional knowledge of Residential School History
- Demonstrated proficiency in word-processing, presentation and spreadsheet computer applications
- Demonstrated proficiency in photo editing software such as the Adobe Suite
- Demonstrated knowledge of the Rules of Archival Description (RAD)
- Ability to work independently, under deadlines and pressure
- Demonstrated ability to organize and prioritize work to meet relevant deadlines



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- Experience managing projects
- Experience providing administrative support to a manager or senior management
- Willingness to travel
- Knowledge of an Indigenous language is an asset
- Familiarity with Algoma University an asset

**Please submit a resume and cover letter (combined PDF) to [people.culture@algonau.ca](mailto:people.culture@algonau.ca) no later than 4:00 p.m. on Wednesday, July 13, 2022.**

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Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.