

**JOB TITLE:** Historian and Archivist

**ENTITY:** Education and Leadership Initiatives

**DEPARTMENT:** Lifetime Engagement

**REPORTS TO:** Director of Lifetime Engagement

**EFFECTIVE DATE:** February 2025

**FLSA CLASS:** Non-Exempt

**JOB LOCATION:** Headquarters; Indianapolis, IN

**JOB SUMMARY**

This position serves as Alpha Chi Omega’s historian, stewarding the preservation of our heritage and history. This part-time position serves as the guardian of records and artifacts that have shaped the identity and values of Alpha Chi Omega.

**ESSENTIAL FUNCTIONS AND REQUIREMENTS**

FUNCTION	REQUIREMENTS
<p><b>Archives Strategy and Management</b></p>	<ul style="list-style-type: none"> <li>• Leads the development of a comprehensive multi-year strategy to digitize and preserve Alpha Chi Omega archives</li> <li>• Develops and administers policies for the collection and preservation of Alpha Chi Omega historical and archival assets</li> <li>• Manages and maintains designated electronic databases as well as physical assets and inventories</li> <li>• Oversees the digitization of all archival items in inventory (e.g., history books, <i>Lyre</i> magazines, <i>Heraeums</i>, chosen scrapbooks)</li> <li>• Seeks and acquires new materials and artifacts for the collection</li> <li>• Applies archival best practices in management of collection and displays</li> <li>• Guides volunteers in support of history and archives projects</li> </ul>

<p><b>Stewarding History</b></p>	<ul style="list-style-type: none"> <li>• Serves as the Alpha Chi Omega historian, responding to member inquiries</li> <li>• Researches background information on requested topics from members and staff</li> </ul>
<p><b>Storytelling</b></p>	<ul style="list-style-type: none"> <li>• Communicates the shared history of Alpha Chi Omega in ways that inspire and unite membership</li> <li>• Develops and manages a comprehensive storytelling campaign in partnership with the marketing and communication team</li> <li>• Writes for Alpha Chi Omega publications and digital communications regularly</li> <li>• Stewards oral history collection and shares member stories</li> </ul>
<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>• Initiates timely, effective communication with supervisor about issues, concerns and decisions</li> <li>• Represents Alpha Chi Omega at appropriate industry and trade group events</li> <li>• Monitors trends and changes in archival processes and preservation; reviews organizational strategies to make certain Alpha Chi Omega is responding to changing conditions</li> <li>• Promotes a culture of continuous improvement</li> <li>• Embraces technological innovations</li> </ul>
<p><b>Fiscal Responsibility</b></p>	<ul style="list-style-type: none"> <li>• Applies fiscal responsibility and approves expenditures per level authorized</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Performs other special assignments, specific job responsibilities and projects as assigned and directed by leadership</li> </ul>

## CONTACTS

This position has regular contact with all levels of staff, collegiate and alumnae members, volunteers, and third-party partners and vendors. This position reports to the director of lifetime engagement.

## KNOWLEDGE, SKILLS AND ABILITIES

Qualifications required:

- Knowledge and love of Alpha Chi Omega history
- Strong customer service, relationship building, writing and public speaking skills
- Excellent organization and attention to detail
- Works with self-discipline; can manage multiple initiatives in a member-responsive organization
- Ability to work with discretion, interacting with high-profile members and projects
- Advanced computer skills including proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages
- Membership in Alpha Chi Omega required

## EDUCATION

Bachelor's degree or experience in marketing, communications, library science, history, archives, museums management or related field preferred.

## WORKING CONDITIONS

This is a part-time position which will average approximately 20 hours of work per week. Office hours are 8:30 a.m.–5 p.m. Eastern Time, Monday through Friday, with hours worked during these core business hours. In-office work is essential for the position with a degree of flexibility available. On occasion, evening or weekend hours may be necessary for special events or programs.

## PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and work at a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, climb, lift, carry, pull, grasp and bend over. The employee must be able to independently lift, carry and move up to 40 pounds as needed.

Strong sensory skills, such as good eyesight, good hearing and dexterity are necessary for the performance of this position. Must be able to interact with others, both in person and through telephone, video conference, email and written correspondence.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.