



Moriah College
בית ספר הר המוריה

Moriah College invites applicants to apply for the position of:

COLLEGE ARCHIVIST

Part-time, Term time only

An opportunity has become available for a part-time archivist to work 3 days per week during term time only.

This position is responsible for maintaining the College's archives and museum collections. The role also includes managing non-current staff and student records and advising on recordkeeping compliance matters.

Experience/knowledge required in the following areas:

- Experience in archiving database and museum database software
- Should be qualified or be willing to undertake a qualification in Archives, Records Management or in a similar field from a recognized tertiary institution
- Should be eligible or be willing to become a Professional Member of the Australian Society of Archivists
- Should have a thorough understanding of best practice in archives and records management procedures
- Have a high level of integrity and discretion in accordance with the Australian Society of Archivists Code of Ethics
- Ideally have experience in a similar role
- Be able to work autonomously and with initiative and flexibility
- Should have strong computer skills, administrative skills, high degree of accuracy and attention to detail

An empathy with the ethos of our Modern Orthodox Jewish Day School is essential. All appointments will be based on merit selection. Any offer of employment will be subject to background checks and child protection screening.

APPLICATION PROCESS:

To apply for this position, you will need to be an Australian Citizen/Australian Resident/have a current Australian Work Visa.

Visit www.moriah.nsw.edu.au for an Employment Application Form. The completed Application Form together with a letter of application, CV and two referees should be forwarded to jobs@moriah.nsw.edu.au

No agencies please.

Only shortlisted candidates will be contacted.

Moriah College provides a dynamic working environment where staff are valued and students are committed to learning

Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic results