

Guidelines for Posting Job Announcements

Elements for a successful job announcement:

- Open and Close Dates
- Job Title
- Organization Name
- Location (where work is to take place)
- Level of FTE
- Temporary, Term, or Permanent
 - If Temporary or Term, List Date of Anticipated Project Completion
- Required Days & Hours Worked
- Wage & Benefits
- Job Description
- Job Requirements
- Level of Education
- Level of Experience
- Point of Contact for Application and Name of Supervisor (if different)

If the job is a project that works directly with collection materials then please include:

- Estimated extent of the collection: number of boxes or items, or measurement of linear or cubic feet
- Types of materials found in the collection
- Does the work include an assessment, report, processing and/or digitization?
 - If an assessment, indicate what elements are to be included: preservation, facility, collection management or plan, etc.
 - If processing, indicate what level of processing will be required (Not sure? See these examples: <https://www.aaa.si.edu/documentation/processing-guidelines-chapter-2-processing-levels-at-the-archives-of-american-art>)
 - If digitizing, indicate how many items are to be digitized
- A description of the workspace conditions: climate controlled, restricted access, designated space for collection work, repetitive motion, stationary work, environmental aspects, etc.
- What setup, supplies, and equipment will be provided
- What technology will be used, including (as appropriate):
 - Computer or laptop
 - Operating system
 - Digitization hardware and software
 - Cataloging software
 - Cloud or Digital Asset Management system

For examples of successful job announcements, please see NWA's [News & Announcements](#) to view previously published Job Alerts.

Remember:

- Only jobs, internships, and volunteer positions in Alaska, Idaho, Montana, Oregon, and Washington will be posted.
- Internships must adhere to the United States Department of Labor's [Internship Programs Under the Fair Labor Standards Act](#) and follow the Society of American Archivists' [Best Practices for Internships as a Component of Graduate Archival Education](#).
- Volunteer positions must follow the Society of American Archivists' [Best Practices for Volunteers in Archives](#).
- Jobs will be posted until the application deadline or for a three-month period.
- To learn how to craft a successful archivist job posting, please read NWA's Guidelines for Job Posting. If the job post is missing one or more areas required for a successful post, the organization will be notified and publishing of the job on NWA's website will be delayed until a corrected version is received.
- Please send official link to the job announcement and closing date (if known) to [Colleen Needham](#).

Please note: if the job post is found to be in violation of the US Labor laws, or is otherwise in violation of best practices the organization will be notified and the job post will be rejected.