



**Adjunct Archivist, Irving Abella Fonds
Clara Thomas Archives & Special Collections, York University Libraries**

The Clara Thomas Archives & Special Collections at York University Libraries invites highly qualified applicants for an Adjunct Archivist position, Irving Abella Fonds. This is a Contractually Limited Appointment (CLA) for a one-year term to commence January 1, 2027.

This position is focused on the arrangement and description of the substantial archives of Dr. Irving Abella (1940-2022), professor emeritus of York University, historian, and important contributor to the development of Canadian Jewish Studies as a discipline of study. The [Clara Thomas Archives & Special Collections](#) is a small but dynamic department of York University Libraries and is located in the Scott Library on the Keele campus. Its archival holdings consist of more than eight kilometres of university records and private papers, including an extensive collection of non-textual materials. Special Collections has over 128,000 items of published Canadiana and other works. Additional information on holdings and services can be found at: <http://www.library.yorku.ca/web/archives>.

Projects and Responsibilities:

The Adjunct Archivist works within a collaborative team environment with work coordinated by the Head of the archives. The incumbent will be responsible for the appraisal, arrangement, description, and physical processing of the archival records of Irving Abella onsite at the Scott Library, Keele Campus. In addition, the incumbent, as a member of the archives team, will contribute to departmental operations, including:

- provision of archival reference services in an academic setting;
- instruction in archival literacy;
- knowledge mobilization in relation to the records of Irving Abella; including the creation of metadata of any relevant material digitized for deposit in the university's digital heritage preservation repository, York University Digital Library (YUDL);
- service including participation in the work of the Libraries' committees as appropriate; and
- pursuit of scholarship, professional development, and service.

While the bulk of the work will be the arrangement and description of the papers of Irving Abella, other small processing projects may be assigned in alignment with any demonstrated areas of linguistic or disciplinary strength and expertise.

Candidate Qualifications:

- **Degree:** Master's degree in archival studies from an ALA-accredited program or Master of Library and Information Studies (or equivalent) with concentration in professional archival education from an ALA-accredited program, by the appointment's start is required.
- **Required Experience:**
 - At least one year of professional experience in an archives;
 - Excellent interpersonal, communication, and presentation skills;
 - Ability to undertake physical processing and handling of records;
 - Ability to work independently and in collaboration with others;
 - Superior written and spoken communication in English;

- Evidence or promise of research contributions in the form of publications, presentations, or other scholarly output, professional development, and active involvement in professional or scholarly organizations;
- **Demonstrated:**
 - Expertise in processing and providing access to archival records within an automated work environment, including working knowledge of the *Rules for Archival Description*; experience with Access to Memory AtoM would be an asset.
 - Project management skills, including the ability to manage detail-oriented workflow with a high degree of accuracy within established deadlines.
 - Experience with working in established archives, preferably in an academic setting.
 - Experience with teaching, presenting, and providing tracking and/or instruction.
- **Knowledge of:**
 - Copyright and privacy legislation and its application to archival holdings and reference services;
 - Standards and best practices for the preservation and use of analogue and digital archival records; and
 - Workflow associated with digitization and curation of digital objects.
- **Additional:** Familiarity with the history of Jewish culture, traditions, and historical narratives, particularly in relation to the Jewish diaspora in Canada, is an asset.

Hiring Policies:

- The anticipated starting salary for this position at the rank of Adjunct Archivist is in the range of \$85,000 to \$115,000 and will be commensurate with qualifications and experience. York University offers generous benefits and salary provisions. All York University positions are subject to budgetary approval.
- York is an Affirmative Action (AA) employer and strongly values diversity, including gender and sexual diversity, in its community. Details of the AA Program, which applies to women, members of racialized groups, Indigenous peoples, persons with disabilities and those who identify as 2SLGBTQ+, can be found [here](#) or by contacting Aqsa Ahmed, EDI Program Manager (aqsa517@yorku.ca).
- York welcomes and employs scholars from all over the world. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.
- York has a policy on [Accommodation in Employment for Persons with Disabilities](#) and is committed to working towards a barrier-free workplace and expanding the accessibility of the workplace to persons with disabilities. Applicants who require accommodation are invited to contact the Search Committee Chair, Anna St. Onge, yulapps@yorku.ca.

Application Process:

- Due date for completed applications: **November 2, 2026**. Interviews will be conducted in-person, scheduled in mid-November 2026 with an interview in the morning and additional meetings in the afternoon. Please contact the chair of the search committee should any accommodations be required.
- Required materials: 1) current CV and a cover letter addressing the stated qualifications and experience relevant to the responsibilities; 3) Names and contact information for three

professional references. References will only be contacted for candidates who proceed to a final interview and will be due no later than **November 20, 2026**.

- Provide required information regarding your Canadian work status and optional self-identification for Affirmative Action purposes at this link: [YUWorkAA](#).
- Direct questions about the position can be sent to the Search Committee Chair, Anna St. Onge at yulapps@yorku.ca.
- **Submit materials to:** yulapps@yorku.ca

Learn More About York:

- York University generates and shares knowledge through our research, teaching and engagement with communities around the world. The [2023-2028 Strategic Research Plan](#) showcases the depth, breadth and ambition of research at York.
- York's commitments to social justice are laid out in our [Decolonizing, Equity, Diversity and Inclusion Strategy](#), the [Framework & Action Plan on Black Inclusion](#) and the [Indigenous Framework for York University](#).
- Follow the activities and accomplishments of York's faculty, students and staff on [YFile](#).

First Nations peoples have lived on this part of Turtle Island for millennia, stewarding the land, the water and all that contributes to life in this region. Today, the culture and presence of First Nations, Inuit and Métis peoples enrich the lands and people of this territory. More than two centuries ago, the Mississauga people welcomed settlers to this territory, providing sustenance and engaging in trade and commerce. Today, York University campuses are located on the Toronto Purchase Treaty No. 13 lands and territory of the Mississaugas of the Credit First Nation and the lands of the Anishinabek of the Williams Treaties First Nations. Our campuses are also situated on the traditional territories of the Huron-Wendat and the Haudenosaunee. Treaty history is foundational, and it is our collective responsibility to honour the land, as we honour and respect those who have gone before us, those who are here and those who have yet to come. We are grateful for the opportunity to be learning, working and thriving on this land, and we commit to learn the truth and be active in the process of reconciliation.