

**Archives Position available at  
The American University in Cairo (Egypt):  
Assistant University Archivist  
for Records Management**

The American University in Cairo seeks an Assistant University Archivist for Records Management, based in AUC's Rare Books and Special Collections Library. The successful candidate will ensure that records and other information in all formats are managed according to best practices and standards. In leading records management operations, she or he will develop and implement policies and monitor compliance, engage in outreach and training, supervise staff and oversee facilities, and build effective working relationships with units across the university. The position holder will address the challenges of AUC's hybrid information environment, supporting the transition to increasingly digital recordkeeping by collaborating with university information technology personnel on implementation of Laserfiche content management system.

Founded in 1919, AUC is the leading English-language liberal arts university in Egypt and one of the premier universities in the region. AUC is based in one of the most vibrant cities in the Middle East and Africa, and is located at a state-of-the-art campus in suburban New Cairo.

Please see the full job advertisement, requirements, and instructions on how to apply at [www.aucegypt.edu/about/jobs/faculty-vacancies](http://www.aucegypt.edu/about/jobs/faculty-vacancies). Questions? Feel free to write University Archivist and Director of AUC Records Management Stephen Urgola at [surgola@aucegypt.edu](mailto:surgola@aucegypt.edu).