

## Research Unit – Duties of Records Manager

### Records Management – 90%

- Transfer and retirement of central files and special collections to the National Archives for permanent storage.
- Liaise and coordinate with National Archives and Department records management staff
- Review and implement records disposition schedule
- Coordinate retrieval and receipt of record material from other USUN offices
- Enforce Records Management policies within USUN offices
- Promote and educate Records Management best practices to other USUN offices

### Research – 5%

- Assist Senior Research Analyst to answer requests, conduct research, reference and other information activities
- Assist Senior Research Analyst to create and update research logs and other reference material

### Other Duties – 5%

- Implement digitization and information technology projects
- Maintain and preserve Research Unit's physical collections including books and maps
- Evaluate recent publications, conduct acquisition and collection development to maintain relevance of Research Unit's collection
- Serve as back-up during Senior Research Analyst's absence.
- Other Duties As Assigned

**If interested, please send inquiries to Dr. Barbara Mozdzierz, Research Unit Chief at the U.S. Mission to the United Nations, New York, NY at [MozdzierzBM@state.gov](mailto:MozdzierzBM@state.gov). She will offer an online information session to answer any questions you may have prior to applying.**