

JOB DESCRIPTION

Job Title:	Historical Archives Cataloger
Reporting Relationship:	Senior Researcher and Archivist
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full time
Application Deadline:	The position is open, until filled

About Us

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. [Read more.](#)

About the Position

The Historical Archives Cataloger is responsible for cataloging and classifying the university archive's accumulated document collections, as well as contributing to the development of specialized archival collections. This role supports the curricular and research needs of Global Studies University (GSU) by organizing and providing access to historical documents in a scholarly and systematic manner, in accordance with internationally recognized archival standards.

Key Responsibilities

- Cataloguing and classifying the historical document collection at the university archive according to International Council on Archives (ICA) standards
- Organizing documents chronologically or thematically while preserving their original order and archival context
- Contributing to the development of specialized archival collections that support academic and research programs
- Analyzing the content of documents to determine their historical and research significance.
- Entering metadata into electronic archival management systems
- Participating in digitization and electronic description of documents when needed.
- Ensuring the secure and organized preservation of sensitive documents
- Assisting in the preparation of research guides and support materials for users of historical documents
- Upholding the highest standards of historical and contextual accuracy in handling archival material



Required Education

- Master's degree in Archival Studies, Documentation, or a closely related field

Required Skills & Experience

- Minimum of 5 years of hands-on experience in cataloguing and classifying historical or archival documents
- In-depth knowledge of archival practices and international standards for document cataloguing and classification
- Strong analytical skills to read and interpret historical documents, including handwritten or multilingual materials
- Proficiency in using electronic document management systems and technologies
- Ability to prepare accurate and professional archival descriptions in accordance with international standards
- Excellent oral and written communication skills in both Arabic and English

Other Duties

The above duties are not intended to be an exhaustive list of responsibilities. Duties and responsibilities may be amended, modified, or supplemented as the needs of Global Studies University (GSU) evolve. The incumbent is expected to carry out any other related tasks, as assigned by the Archive Officer, in line with the objectives of the role.

How to Apply: If you are interested, please submit your CV and Cover Letter via email to careers@gsu.ac.ae. Kindly include the position you are applying for in the subject line.

Salary and Benefits: Compensation is based on qualifications and experience. Benefits include health insurance, housing, transportation, and children's school fee allowances (subject to coordination).

Equal Opportunity: GSU welcomes applicants of all genders, nationalities, and backgrounds. UAE nationals are encouraged to apply.

