



Archivist

Interviews and Information Management Team

The Afghanistan War Commission (AWC) seeks a highly organized, detail-oriented mid-level Archivist to support the Afghanistan War Commission's records management program and the long-term preservation of the Commission's official records. The Archivist will work closely with AWC staff to ensure quality control of proprietary materials, to assemble records and materials for research use, and to prepare materials for eventual deposit at a designated archival repository.

Position Overview and Essential Qualifications

Archival and Records Management Skills

- Demonstrated experience in archival processing and records management
- Ability to organize and manage large collections across shared network drives, databases, and physical holdings
- Ability to collaborate with staff to package and prepare materials in support of research activities
- Experience preparing materials for long-term preservation and institutional transfer

Attention to Detail

- Exceptional accuracy in organizing and quality-controlling archival materials
- Sound judgment when handling sensitive or proprietary materials

Technical Proficiency

- Comfort working with both physical and digital records, including paper files, audiovisual materials, and electronic documents
- Strong file management and organizational skills across shared drives and databases
- Familiarity with common document formats (PDFs, transcripts, audiovisual files)

Security Clearance

- An active security clearance is required

Compensation and Benefits

- Open to direct hire, federal government detail, and assignment under the Intergovernmental Personnel Act.
- This is a GS-13 to GS-14 equivalent position.
- Employees are entitled to a full range of federal employee benefits. See <https://www.opm.gov> for details.
- The Afghanistan War Commission is an equal opportunity employer committed to creating a diverse and inclusive staff to execute its mandate. It complies with hiring and personnel requirements of the Congressional Accountability Act of 1995, including those pertaining to non-discrimination, veterans' employment and reemployment rights, and veterans' preference. Because employees must have or be able to obtain a security clearance as a condition of employment, U.S. citizenship is required. The Commission participates in E-Verify.

How to Apply: Submit a current CV and statement of interest through our website at <https://www.afghanistanwarcommission.senate.gov> or via email to jobs@awc.senate.gov.

Note: This job description is intended to outline the general nature of the work and is not an exhaustive list of all responsibilities, duties, and skills required for the role.