## Historian/Librarian *\*\*New Position for 2025-26\*\**

**5-year term, 5th year as Past-Historian/Librarian to serve in an advisory capacity**

**Estimated time commitment of 10 hours/month averaged across the academic year depending on programming and listserv activity**

Responsibilities

* **Historical Documentation:** Maintain a comprehensive record of APQI’s initiatives and outputs, achievements, policy changes, membership, events, and actions
* **Archival Management:** Organize and preserve essential documents, reports, and any other artifacts documenting the work of the organization in a secure location
* **Milestone Recognition:** Track and highlight significant achievements of APQI and its members as they pertain to our mission
* **Knowledge Sharing:** Collaborate with APQI leadership to integrate historical insights into strategic planning, professional development efforts, APQI presentations, and events
* **Shared Resource Managemen**t: Maintain an accessible library of resources, (documents, templates, recordings, and presentations) supplied by members
* **Oral History Collection:** Conduct interviews with past and present APQI members, institutional leaders, and accreditation stakeholders to capture institutional knowledge and best practices.
* **Listserv Historical Record:** Maintain a searchable record of listserv activities available to membership for reference.
* Attend APQI steering committee and membership at large meetings.
* Provide periodic updates to APQI Steering Committee and membership at large.

Minimum Qualities & Qualifications

* Paid member of APQI
* Experience in medical education, accreditation processes, program evaluation, or quality improvement.
* Strong organizational skills with attention to detail in documentation.
* Ability to synthesize historical data to inform future strategies.
* Experience with digital archiving and document management.
* Excellent communication and writing skills for summarizing and sharing historical insights.

Preferred Qualities & Qualifications

* Excellent data visualization skills
* Prior experience in a similar role