



## About Us

The School of Library and Information Science at San José State University offers a nationally ranked Master of Library and Information Science degree, which is fully accredited by the American Library Association. The School also offers a Master of Archives and Records Administration degree. Additionally, the School partners with Queensland University of Technology to offer a doctoral program in Library and Information Science. The School is a recognized leader in making effective use of leading edge technologies for distance learning.



Visit our website

<http://slisweb.sjsu.edu/mara/>

**LIVE ANYWHERE** while you attend our **Global e-Campus for Library and Information Science**

Take advantage of the convenience and flexibility of a **fully online program**.

Use sophisticated technology to interact with peers and instructors in asynchronous courses – giving you the freedom to access the course at any time you choose, from any location. Some courses also include occasional “live” synchronous sessions.

Be sure to visit our web site for the most current information about our program:

<http://slisweb.sjsu.edu/mara/>

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SCHOOL OF LIBRARY  
AND INFORMATION SCIENCE

# Master of Archives and Records Administration (MARA)

Preparing you for a  
career in the rapidly  
expanding field of  
records and  
information  
management



## Why a MARA degree?

With a MARA degree, you'll be prepared for a career as an archivist or a records and information manager. You'll work in a rapidly expanding field that plays an important role in the digital information age. You'll learn to use sophisticated technologies to organize, preserve, and provide access to a growing volume of digital and analog assets.

Your career path will expand as technology continues to evolve, and you'll solve increasingly complex management challenges. You'll be prepared to work in a variety of settings, including government agencies, law firms, film and media organizations, educational institutions, and pharmaceutical, financial, and insurance companies. As new types of records are created, you'll determine how to preserve them to ensure they are available far into the future.



## Records management professionals

- Organize large amounts of information and write clear instructions for retrieval and use
- Determine what records should become part of the organization's archived digital files
- Preserve multimedia material, such as photographs, sound recordings, and motion pictures, for retrieval, reuse, and adaption in future projects
- Determine how to effectively and securely provide access to records of current and enduring value
- Use increasingly sophisticated technology skills to work with digital and analog information
- Help employers comply with new regulations regarding records management, such as copyright law, patent protection, and digital rights

## QUICK FACTS

New cohorts begin each fall  
Earn your degree in under 3 years  
Complete 14 courses over 8 terms  
Affordable tuition  
No GRE required to apply

Records Manager

**Digital Archivist**

Information Officer

**Enterprise Records Administrator**

Document Services Supervisor

## Program Highlights

- Take advantage of the convenience and flexibility of a **fully online format**.
- Complete a required one-unit **emerging technology course** that prepares new students to effectively use distance learning technology.
- Learn in a **cohort model**, studying with a small group of individuals.
- Receive instruction from **faculty** who are award-winning scholars and leaders in their academic and professional communities.

