

# IMMERSE YOURSELF IN THE WORLD OF INFORMATION.

## Master's Degree in Archives and Records Administration ~ 100% Online

**SJSU** SAN JOSÉ STATE UNIVERSITY

With our convenient, flexible and exclusively online Master of Archives and Records Administration program, you can live anywhere while earning a graduate degree focused on leadership opportunities in the rapidly expanding fields of records management, corporate archives and information governance.

The MARA curriculum at the San José State University School of Information will give you a solid foundation in the theory and practice of archives, records and information management and will prepare you for the Certified Records Manager and Certified Archivist examinations. You'll also gain real-world experience and expand your professional network by completing an organizational consulting project or an internship as part of your course work.

Along the way, you'll connect with our engaging community of award-winning SJSU iSchool faculty members, future information professionals and alumni from around the globe.

### PROGRAM SNAPSHOT

- **42 units**  
*to earn your degree*
- **CRA and CRM Examination Credit**
- **E-portfolio**  
*for culminating experience*



“ I was really impressed with the instructors in the MARA program.

They are all consummate professionals and have lots of practical experience as well as classroom experience, which I see as a real benefit. ”

*Eileen Hansen, '16 MARA*

“ I would absolutely recommend this program.

It offers a lot of skills that will be useful for any practitioner in records management or archives. And having the ability to apply the skills right away is a big win. ”

*Edward Sumcad, '18 MARA*

[ischool.sjsu.edu](http://ischool.sjsu.edu)



## Where will you go with your MARA degree?

As the volume of digital data increases exponentially, many organizations' existing platforms are no longer efficient, and they are taking steps to simplify their content management infrastructures.

With a MARA degree from the SJSU iSchool, you will have the expertise and specialized skills required to steer the information governance strategies of corporate, government and nonprofit institutions. You'll learn to develop and execute plans for preserving, managing and providing access to growing amounts and expanding varieties of digital content—including audio and video, social media and email, and proprietary information.

Be prepared to work in a rapidly expanding field that plays an important role in today's digital world. Imagine an exciting career as a digital archivist, quality control analyst, or records management specialist—to name just a few of the career titles that could be on your business card!

**Corporate Archives**

**Enterprise Content Management**

**Records Management**

**Information Governance**

**Metadata**

**Big Data**

**Data Curation**

**Cyber Security**

**Preservation**

**Accessibility**

**Digital Assets**

**Cloud Archiving**

### iSchool Alumni at Work

**Robert  
McLauchlin**  
'11 MARA

Robert is the director of records management for a large law firm in Calgary, Alberta. His typical day is to associate various data classifications within the firm, as well as maintain the records retention schedule. He affirmed his expertise by passing ARMA's Information Governance Professional exam.

**Ossie  
Thomas**  
'16 MARA

Ossie works at International Paper Company's corporate office in Memphis, Tennessee as a records and information management team leader. She's responsible for managing company-wide compliance processes for their global records management program. She became a Certified Records Analyst in 2017.



## What our students love most about the 100% online MARA program at SJSU iSchool

### 1 Flexibility

Begin your online study program when it's most convenient for you. Apply for admission in the fall or spring semester and complete the program at your own pace. Attend as a full-time or part-time student and choose the number of courses you want to take each semester, so you can fit course work around your work schedule and family life.

### 2 Customized Curriculum

Customize your educational experience to fit your interests and career objectives. You get to choose nine units of electives from our school's nationally ranked Master of Library and Information Science program to study a topic in depth or expand your knowledge in a variety of areas.

### 3 Online Learning Environment

100% online learning means that you can complete course work whenever and wherever is most convenient for you. Through our engaging and interactive online environment, you'll network with students and professionals from around the globe, providing a diversity of perspectives to enrich your learning journey.

### 4 Outstanding Faculty

SJSU iSchool faculty members are award-winning scholars and leaders from around the world. Many are also currently working in the field and hold Certified Archivist, Certified Records Manager, and Information Governance Professional credentials, bringing a practical perspective to their courses.

### 5 Virtual Internship Opportunities

You can choose to complete an on-site internship near your home or do a virtual internship online with a host organization that may be located nearby or across the continent. Either way, you'll have the chance to engage in exciting learning opportunities that fit your career aspirations—no matter where you live.



# Master's Degree in Archives and Records Administration

## Admission Requirements:

- A bachelor's degree from any regionally accredited institution in any discipline with a GPA of at least 3.0 at the bachelor's degree institution or in the last 60 semester or 90 quarter units
- A general understanding of computers and technology
- Access to a computer with Internet connection and appropriate software
- International applicants must have a TOEFL score of 600 (paper version), 250 (computer version), or 100 (Internet-based); or an IELTS score of 8

*Note: We do not require a GMAT or GRE test, letters of recommendation, a statement of purpose, or a résumé.*

## Apply Now!

- 1 Fill out the online application form at [ischool.sjsu.edu/mara-admissions](http://ischool.sjsu.edu/mara-admissions)
- 2 Pay the \$55 application fee
- 3 Send your transcripts

## Tuition:

Fees for the MARA program are \$474 per unit, with a total cost of \$19,908 for the degree (42 units). Fees are subject to review and change. Scholarships, paid student assistant positions and financial aid may be available.

## Accreditation:

San José State University is accredited by the Western Association of Schools and Colleges.



## Contact:

For more information about the MARA program, please contact:  
**Patricia C. Franks, PhD, CA, CRM, IGP**  
MARA Program Coordinator  
[Patricia.Franks@sjsu.edu](mailto:Patricia.Franks@sjsu.edu)



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