The Emory University Libraries seek an energetic, service-oriented and collaborative professional to serve as the Records Management Archivist for the Manuscript, Archives & Rare Book Library (MARBL) in the Robert W. Woodruff Library. The ideal candidate will assist in the ongoing development and routine operations of university’s records management activities, carry out the operational requirements that result from policies and procedures governing the management of university records, and manage development of records retention schedules, outreach to administrative offices academic departments, and the acquisition and preservation of vital University records.

Position Summary

Reporting to the University Archivist, the Records Management Archivist will assist in the ongoing development and operations of university’s records management activities as part of a university archives program with the Manuscript, Archives, and Rare Book Library. The Records Management Archivist will take the lead in carrying out the operational requirements that result from policies and procedures governing the management of university records that exist in both print and digital form. The Records Management Archivist will manage development of records retention schedules, outreach to administrative offices academic departments, and the acquisition and preservation of vital University records. This position will provide the incumbent the unique opportunity to lead in various areas of archival enterprise including records management, archival appraisal, electronic records management, and policy and process development. Specific duties of the incumbent include but are not limited to the following:

- Works with the University Archivist to set and implement policies governing the management of university records in both print and digital format
- Strategizes with the University Archivist to document university activities on an enterprise scale
- Reports periodically to the Office of Information Security on matters related to information security
- Consults with university offices to determine records management needs and to ensure compliance with requisite laws and institutional policies
- Leads on the preparation of records retention schedules and manages methods for disseminating information about retention schedules via the website and by offering trainings and workshops
- Monitors compliance with records retention schedules and updates schedules accordingly so that they support legal and regulatory requirements, university policies, and archival best practices
- Evaluates and selects tools to ingest, accession, process, and preserve born-digital records
Lead in emerging areas of activity in the Emory University Archives including the re-establishment of records management activities, appraising and ingesting University records, and integrating workflows with Library and University systems and processes.

Collaborates with the Collection Services and Digital Archives units to improve collection control of both official University records and University-related materials.

**Required Qualifications**

- Master's level degree in archival science, library science, or records management or equivalent and related fields
- At least two years’ experience in developing, implementing, and evaluating archives or records management processes and systems
- Knowledge of archival theory and practice including appraisal, arrangement, description and preservation of archival records in all formats
- Knowledge of functional approaches to archives and records management
- Knowledge of the creation and management of records retention schedules
- Knowledge of archival metadata and metadata management
- Knowledge of college and university organizational structures, functions, and cultures
- Familiarity with issues involving information security for electronic records in a networked environment, as well as legal issues governing university records
- Commitment to service-oriented process development for the benefit of the University Archives, MARBL, Emory Libraries, and Emory University as a whole.
- Excellent ability to lead and manage multiple complex projects simultaneously, meeting milestones and benchmarks on time

**Preferred Qualifications**

- Deep understanding of the challenges and opportunities in developing processes for effective capture, preservation, and management of electronic records and media, as well as web archiving best practices, as part of an institutional archives program
- Experience in creation and management of records retention schedules
- Knowledge of web-page development and design
- Familiarity with outreach strategies
- Certified Records Manager certification
- Certified Archivist certification

**Application Procedures**

Applications and nominations for the position are welcome and must be sent to Linda Nodine via email (eul-libjobs@emory.edu). Applications may be submitted as Word or PDF attachments and must include:

1) letter of application describing qualifications and experience;
2) current resume/vita detailing education and relevant experience; and
3) on a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by November 15th will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action
Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or contract renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

**Description of Institution and Library**

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 7,836 undergraduates and 6,677 graduate and professional students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 27,937 and an annual operating budget of $4.3 billion. Emory University received $507.1 million in research funding in 2013. Emory recently concluded a successful fundraising campaign that raised $1.69 billion from 149,000 donors.

Ranked among the top 25 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 9 libraries, the holdings include more than 3.9 million print and electronic volumes, 83,000-plus electronic journals, and internationally renowned special collections. Emory is well known in a number of collection areas including modern literature, African-American history and culture, U.S. Southern history and culture, and U.S. civil rights. Emory Libraries staff number approximately 137 and the overall library budget is approximately $25.3 million. The Emory Libraries is a member of the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

The Emory Libraries include the Robert W. Woodruff Library, which is also home to the Manuscripts, Archives & Rare Book Library (MARBL). Other campus libraries, which serve the specialized and professional schools, include the Goizueta Business Library, the Woodruff Health Sciences Library, the Pitts Theology Library and the Hugh F. MacMillan Law Library in addition to the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

*Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.*