Archivist

Department: Woodruff Health Sciences Center Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately/Timeline ex. Summer, Fall, Spring
Employment Status: Full-time; 1.00 (FTE)

Position Summary
Reporting to the University Archivist and the Director of the Woodruff Health Sciences Library (WHSC Library), the Archivist manages efforts to accession, arrange, describe, preserve, and provide access to WHSC Library's Historical Collections, including archival and manuscript collections, both born-digital and physical, and rare books and publications. The Archivist leads this collaboration between University Archives and WHSC Library Historical Collections to better preserve Emory's medical and scientific legacy. Working closely with the University Archivist, the Archivist will be responsible for creating and maintaining descriptive records including accession records, MARC records, and/or finding aids to facilitate increased discoverability and access to materials. The Archivist oversees and participates in archival processing and cataloging of rare books and publications. The Archivist will provide excellent service to users and is tasked with promoting and facilitating access to collections. The Archivist will assist in providing university-wide records management services by communicating policies, promoting services, and arranging for records transfer of permanent records. The Archivist has the opportunity to develop digitization project proposals, curate exhibitions, plan and implement of outreach efforts, participate in instruction activities, and contribute to special projects as they arise.

Essential Responsibilities & Duties

- Overall responsibility for the management of university records, manuscript materials, rare books and publications in accordance with archival standards. Management includes appraisal, accessioning, arrangement, description, and preservation work.
- Provides reference and consultative services for library users seeking to use the WHSC Library archival collections. Responds to reference questions in-person, by phone, and via email as needed.
- Interacts with university records creators about transferring university records and with potential donors who are interested in giving archival material to the WHSC Library. Consults with transferring office and donors to explain Emory policy and procedures and may pack and/or transports material for formal accessioning.
- Assists staff at the Oxford College Library to manage archival collections and rare books.
- Plans and pursues outreach activities that broadens online and in person access to the WHSC Historical Collections. Outreach activities include social media, public programs and exhibitions or displays.
• Serves as chair of the WHSC Library Exhibits Committee, coordinating the development of proposals and plans for potential exhibits.
• Supervise .5 FTE staff position and directs the work of WHSC Library to curate exhibitions.
• Works closely with the University Archivist, Director of WHSC Library, and other library directors in areas of assigned responsibility; participates in library-wide and university-wide initiatives as appropriate.
• Serves as the team lead for Historical Collections in WHSC Library with programmatic responsibility for the unit and the direct supervision of staff.
• Adheres to guidelines outlined in the Handbook Governing the Librarian series for Faculty-Equivalent Librarians to ensure appointment, appointment renewal and promotion-in-rank.

**Required Qualifications**

- ALA-accredited master’s degree in Library and Information Science or Archival Studies OR equivalent education and experience (relevant subject expertise combined with professional library education and/or experience).
- Minimum one year of demonstrated experience in appraising, accessioning, arranging and describing archival records and manuscript collections, preferably in a special collections library in an academic environment.
- Experience and demonstrated skill in supervision
- Demonstrated knowledge of archival processing techniques and practices including accessioning, arrangement, description, and preservation of archival materials.
- Demonstrated knowledge of issues relating to archives and manuscript collections.
- Demonstrated knowledge of current national archival and descriptive standards and best practices, including working knowledge of DACS, EAD, MARC and other archival descriptive standards.
- Knowledge of conservation and preservation needs of archival collections.
- Ability to build and sustain effective interpersonal relationships and work collegially within and across organizations.
- Ability to work creatively, collaboratively, and effectively both as a team member and independently and to promote teamwork among colleagues.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated knowledge of current trends and issues in research libraries.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

**Preferred Qualifications**

- Familiarity with current approaches to accessioning and describing born-digital holdings.
- Familiarity with Archival Information Systems such as ArchivesSpace.
- Background in the history of science and medicine and strong grounding in social sciences or humanities.
- Experience in supervising and managing staff including coaching, motivating, and mentoring.
- Experience in supervising and managing students or staff, including coaching, motivating, and mentoring.
- Experience with project management and project planning.
- Experience providing reference service, preferably in a special collection or archival setting including historical research methodology and experience with online and print research tools.
- Familiarity with XML schemas and the use of XML editors (such as XMetal or oXygen).
- Familiarity with the use of bibliographic information systems (such as Alma).
- Experience in supervising and managing student assistants.

**Application Procedures**
Interested candidates should review the applications requirements and apply online at https://faculty-emory.icims.com/jobs/40295/job, Requisition/Job Posting # 40295

Applications may be submitted as Word or PDF attachments and must include:

1) Cover 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 September 6th 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, minorities, people with disabilities and veterans.

**General Information**
Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

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 appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to http://www.hr.emory.edu/eu/benefits/.

**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 7,916 undergraduates and 7,326 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 33,026 and an annual operating budget of $5.6 billion. Emory University received $734 million in research funding in fiscal year 2018.

Ranked among the top 20 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 10 libraries, Emory’s collections include more than 4.8 million volumes, 300,000 plus electronic journals, 1.2 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 80,000 rare books and over 17,000 linear feet of manuscript material. Rose Library’s collections span more than 800 years of history, with particular depth in modern literature, African-American history and culture, and the history of Georgia and the South.

Emory Libraries staff, including student workers, number approximately 390 with an overall library budget of approximately $48 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), 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) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other campus libraries, include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

**Diversity Statement**
Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

– February 2019

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State Laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran’s status.