Community Outreach Archivist

Department: Research Services, Emory Libraries

Salary/Benefits: Commensurate with qualifications and experience.

Position Availability: Immediately

Emory University seeks a creative, self-motivated, people-oriented, and collaborative professional for the position of Community Outreach Archivist for the Stuart A. Rose Manuscript, Archives, & Rare Book Library. Reporting to the Head of Research Services and working closely with the Rose Library curatorial team, the Community Outreach Archivist will manage and coordinate the Library’s existing and prospective services, programs, and projects focused on connecting different users/user communities to Library resources and engaging new and diverse audiences. The Community Outreach Archivist will be responsible for the development of tools, programs and relationships that will share Rose Library’s resources to communities on campus, in Atlanta and beyond.

The Community Outreach Archivist is a non-manager position, but may include the supervision of students and interns. The position will include participation in the Rose Library reference program through regular desk shifts as well as contributions to the instruction program. The position will be collaborative in nature, working closely with the Library’s Director and Associate Director, Curators, University Archivist, Manager of Public Programs and the Emory Libraries Campus and Community Relations and Research and Engagement Services units.

As a member of the Rose Library staff, the Community Outreach Archivist participates in programming, planning, and assessment activities for the Rose Library and participates in library-wide and campus initiatives, committees and task forces.

**Position Duties**
Responsibilities include, but are not limited to:

- Providing strategic vision to Rose Library’s mission of connecting users/user communities to Library resources (collections, services, programs, expertise)
- Developing relationships with key communities on Emory campus and in the Atlanta area
- Planning and implementing programs engaging communities in Rose Library collections
- Creating tools to encourage the use and understanding of archives by different community groups
- Creating collections based curriculum and workshops for K-12
- Support the development of exhibitions using Rose Library materials
- Writing and managing grants for community focused projects and programs
The Rose Library collects and connects stories of human experience, promotes access and learning, and offers opportunities for dialogue for all wise hearts who seek knowledge. Our collections primarily document African American History and Culture; Literature and Poetry; Modern Politics; Southern History; and Emory University.

**Essential Responsibilities & Duties**

A. Community Outreach

1. Provides strategic vision to Rose Library’s mission of connecting users/user communities to Library resources (collections, services, programs, expertise).
2. Develops relationships with key communities on Emory campus and in the Atlanta area
3. Plans and implements programs engaging communities in Rose Library collections
4. Creates tools to encourage the use and understanding of archives by different community groups
5. Creates collections based curriculum and workshops for K-12
6. Supports the development of exhibitions using Rose Library materials
7. Writing and managing grants for community focused projects and programs.

B. Reference

1. Completes approximately 6-8 per week on the reference desk and rotating 8 hour Saturday shift.
2. Oversees reading room security by monitoring use of materials in the reading room, as well as communicating to researcher’s care and handling policies and procedures.
3. Guides researchers through the process of registration and making requests.
4. Assists with answering in-person and remote reference questions based on subject expertise and knowledge of Rose Library’s collections.
5. Consults with students, faculty and visiting researchers on determining a research topic, locating relevant materials and other research needs.
6. May be responsible for closing and locking Rose Library approximately one day per week.

C. Campus Contributions & Professional/Scholarly Association Involvement & Activity

1. Participates in library committees related to primary job assignment as appropriate.
2. Presents on work-related topics and research at professional and scholarly conferences, symposia, and workshops.
3. Publishes on work-related topics and research in professional and scholarly publications.

D. Professional Responsibilities

1. Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
2. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
3. Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
4. Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
5. Participates in library and campus committees as appropriate for service purposes.
Required Qualifications

- ALA-accredited master’s degree in Library and Information Science OR equivalent education and experience (subject expertise combined with appropriate teaching experience and/or library experience).
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Experience in providing reference services, conducting research on historical or literary topics and/or teaching from primary resources.
- 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.
- Evidence of excellent communication, public speaking, teaching, writing and analytical skills.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- 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 academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

Preferred Qualifications

- Advanced degree (subject master’s or doctoral) in a relevant discipline.
- Subject expertise in one of Rose Library’s collecting areas of African American History & Culture; Literature & Poetry; Modern Politics; and Southern History.
- Experience in public scholarship, including exhibition development, digital humanities or community programming.

Application Procedures

Interested candidates should review the applications requirements and apply online at https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=633720_5043

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 November 20, 2017 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.

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 7,836 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), 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), 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 Rose Library. 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.

– 18 July 2014

EEO/AA/Disability/Veteran Employer