Professional Position Posting

Project Digital Archivist

Department:	Rose Library Operations
Salary:	Commensurate with qualifications and experience
Position Availability:	Immediately
Position Details:	Full-time, 2-year appointment from date of hire

The Emory Libraries seek a Visiting Librarian to serve as the Project Digital Archivist. The ideal candidate will manage the Rose Library's inventory of born-digital materials and develop standards, policies and procedures for the digital archives program.

Position Summary

Reporting to the Rose Library's Digital Archivist, the Project Digital Archivist contributes to the management of born-digital acquisitions and born-digital components of hybrid collections acquired by the Rose Library, and the development of standards, policies and procedures for the digital archives program. In particular, responsibilities include:

- Managing the Rose Library's inventory of born-digital materials and developing strategies for dealing with the back-log of born-digital content not yet transferred from aging media;
- Planning and facilitating access to born-digital and digitized materials in the Rose Library reading room (and, where possible, online), and providing hands-on support for access and the development of related documentation and training;
- Assisting with born-digital acquisitions and collection processing;
- Planning and facilitating outreach activities designed to teach donors, faculty, students, and colleagues about the nature of born-digital archives, and the methods used to preserve such materials and make them available.

The Project Digital Archivist also assists in research services functions and participates in administrative activities such as submitting activity reports and contributing to business planning for Collection Services. The Project Digital Archivist may collaborate with other units and divisions in the Rose Library and LITS on digital library and digital humanities projects, as needed.

Essential Responsibilities & Duties

Digital Archivist Responsibilities:

- Assists in the acquisition and accessioning of born-digital collections.
- Manages born-digital acquisitions and the born-digital components of hybrid collections, including appraisal, transfer, data management, arrangement and description, metadata creation and management, storage, and end-user access.
- Images born-digital material on physical media and prepares images for ingest into digital repository.
- Contributes to the development of standards, policies, and procedures for digital archives programs and projects.
- Contributes to the development of integrated workflows and tools for Rose Manuscript and Emory University Archives Collections.

- Creates work plans which record basic information about the born-digital component of the collection, suggest proposed arrangement, preservation and access, as well as the estimated duration of the born-digital processing and any decisions made during processing.
- Provides support and consultation to Rose Library curators and archivists on digital archives work, policies, and best practices.
- Contributes to maintenance of equipment, tools and current documentation in digital analysis lab, including system and software updates, hardware monitoring, equipment inventories, and workflow documentation.
- Contributes to Collection Services and Rose Library division-wide strategic and business planning, as appropriate.
- Contributes to regular written reports, including quarterly and annual processing reports and the Collection Services general report, as needed.
- Plans and facilitates outreach activities designed to increase awareness and understanding of digital archives throughout the communities affiliated with the Rose Library.

Reference and Security:
- Provides reference assistance in person and by phone to Emory students and faculty, visiting scholars, and the public as needed and assigned, including 4 hours of weekly reference desk shifts and a rotating 8 hour Saturday shift.
- Occasionally answers written reference questions relating to collections of which the incumbent has special knowledge.
- Oversees reading room security by monitoring use of materials in the reading room, as well as working with researchers to explain the rules of care and handling for manuscript material.
- Guides researchers through the completion of annual registration forms, manuscript use forms, and other paperwork.
- Provides occasional oversight for service providers working in secure, non-public areas of the Rose Library.
- Responsible for closing duties and locking the Rose Library approximately one evening per week.

Professional Responsibilities

- 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.
- 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.
- Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
- Participates in library and campus communities 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).
- Demonstrated ability acquiring and using new computing skills, such as learning new software applications, installing tools and applications on workstations, and exploring innovative tools and services.
- Successful completion of coursework specifically addressing digital libraries, digital archives, digital preservation, digital forensics, project management, and/or electronic records.

- Demonstrated knowledge of current national archival and descriptive standards and best practices, including working knowledge of MARC format, EAD, DACS, and other archival descriptive standards.
- Familiarity with current approaches to accessioning and describing born-digital holdings
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- 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. 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

- 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).
- Familiarity with digital forensics tools and methods (such as the BitCurator environment, disk imaging, write blocking, etc.)

Application Procedures
Interested candidates should review the applications requirements and apply online at
https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=25066&siteid=5449&areq=74742br
Requisition/Job Posting # **74742BR**

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 October 2, 2017 will receive priority consideration. Review of applications will continue until the 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 7,839 undergraduates and 7,216 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 29,931 and an annual operating budget of $4.8 billion. Emory University received $574.6 million in research funding in 2016.

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 4.4 million volumes, 156,766 plus electronic journals, 943,697 electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 250,000 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 349 with an overall library budget of approximately $45 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), 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 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.

– July 2017

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