Position Summary

Reporting to the Head of Collection Processing, the Visiting Archivist leads the processing of collections documenting the history and culture of the Jewish community in the Southern United States and creates descriptive tools for the collection including MARC catalog records and Encoded Archival Description (EAD) finding aids. The Visiting Archivist will process four collections, including the papers of lawyer and activist Morris B. Abram, journalist and author Isaac Don Levine, religious scholar and Emory University professor Jack Boozer, and memoirist Bert Lewyn. The incumbent is expected to provide outreach on behalf of the Rose Library, through social media, contributions to Rose Library publications, and the planning of an event to celebrate the conclusion of the project.

Essential Responsibilities & Duties

ARRANGEMENT AND DESCRIPTION

- Arranges and describes personal and professional papers documenting the history and culture of the Jewish Community in the Southern United States.
- Develops and implements work plans with proposed arrangement schemes and timelines, and adjusts or modifies as needed.
- Performs basic preservation work such as removing rusty metal hardware, unfolding and flattening documents, and transferring material to new, acid-free folders and boxes.
- Conducts appraisal of material within collections, a process by which the permanent, archival value of materials are evaluated.
- Writes finding aids for collection, describing the creator of the records as well as the subject content of the collection. Finding aids also include detailed box and folder inventories.
- Encodes finding aids in XML according to the Encoded Archival Description (EAD) standard.
- Creates MARC format bibliographic record for collection, which are included in both WorldCat and the library's local catalog.
- May also produce other descriptive tools such as local indexes as needed.
- Coordinates with the conservation unit regarding preservation issues with the collection.
- Works with Rose Library conservation liaison to send materials to the conservation unit.
- May coordinate recruitment, hiring, orientation, training, supervision, and evaluation of student employees if budget allows for student assistants.
- Provides oral reports on the progress of the project on a bi-weekly basis.
- Provides written reports on the progress of the project on a periodic basis or as needed.

OUTREACH, PUBLIC PROGRAMMING, AND REFERENCE

- Writes articles and blogs and posts to social media to promote use of processed collections.
- May answer occasional reference questions about processed collections using detailed knowledge of the material gained from processing or provide other reference assistance in person or by phone if necessary.
- Collaborates with Rose Library and Woodruff Library staff to plan promotional event celebrating completion of the project.
- Identifies and invites collaboration and participation in the culminating event from other Atlanta-area archival repositories whose holdings include Jewish historical collection.

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.
- Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
- Participates in library and campus committees as appropriate for service purposes.

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).
- Knowledge of arranging and describing archives and manuscript collections, preferably in a special collections library in an academic environment.
- Knowledge of issues relating to archives and manuscript collections.
- Knowledge of current national archival and descriptive standards and best practices, including working knowledge of MARC, EAD, DACS, and other archival descriptive standards.
- Knowledge of conservation and preservation needs of archival collections.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- 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.
- 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.
Preferred Qualifications

- Background in Jewish history and culture.
- 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).

Application Procedures

Interested candidates should review the applications requirements and apply online at https://faculty-emory.icims.com/jobs/46738/job. Requisition/Job Posting # 46738

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 1/2/2020 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 7,836 undergraduates and 6,677 graduate and professional students.
Ranked among the top 25 Association of Research Libraries (ARL) in North America, Emory Libraries in Atlanta and Oxford, Georgia are comprised of 7 libraries, including the Robert W. Woodruff Library, which is home to the Stuart A. Rose Manuscript, Archives, & Rare Book Library; the Goizueta Business Library; and the Heilbrun Music and Media Library. Other libraries include the Atwood Science Commons, the Woodruff Health Sciences Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta. Other libraries at Emory include the Pitts Theology Library and the Hugh F. MacMillan Law Library.

Emory’s collections include more than 4.2 million volumes, 83,000-plus electronic journals, 704,535 electronic books, and internationally renowned special collections. The Rose Library is Emory’s principal repository for rare and special materials. Home to over 250,000 rare books and over 15,000 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 the history of Georgia and the South. 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).

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/.

Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

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.

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