

Coordinator, University Archives and Records Management

Emory University Libraries seek applications for the position of Coordinator of University Archives and Records Management. The new Coordinator will build on the successes of the program and will lead initiatives to increase engagement with faculty and students, develop programs to preserve and provide access to the university's electronic records, and pursue active involvement in university outreach initiatives. The coordinator has strategic responsibility for advancing the university archives and records management program in support of the university's and library's mission in education, research, and outreach.

Key Responsibilities: The Coordinator of University Archives and Records Management will:

- Lead long-range planning and development of the University Archives and Records Management programs.
- Provide oversight and general direction for all operations in the university archives and records management program and coordinate with all library divisions and units. Develop policies and procedures, establish priorities, and manage resources and people.
- Promote use of collections through Web pages, exhibits, instructional sessions, presentations, and other outreach activities.
- Provide reference and research assistance to students, faculty, the general public, and other researchers, including participation in the Saturday work rotation.
- Provide leadership in developing digital projects and a program for the preservation of and access to the University's electronic records in all formats.
- Supervise and perform accessioning, processing and preservation of archival materials and the creation of finding aids, EAD (Encoded Archival Description), and USMARC catalog records.
- Serve as the liaison to the Office of the President, Association of Emory Alumni, and other campus offices in areas relating to university history, alumni information, and university records.
- Provide leadership and help establish priorities as a member of the MARBL Coordinating Group.
- Represent the library in key national, regional, and campus organizations and initiatives. Participate in library and university committees and in professional development activities to meet the changing needs of the academic community.

Qualifications:

- Demonstrated talent in leading and collaborating in a team environment.
- Experience with program planning and establishing policies and procedures.
- Demonstrated commitment to strengthening and improving programs and services for users.
- Experience in arrangement and description of archival collections, preferably university archival collections, and use of EAD (Encoded Archival Description) and USMARC to create catalog records.
- Knowledge of emerging digital formats and standards.
- Demonstrated understanding of the acquisition, preservation, and management of electronic records including records management systems, content management systems, web harvesting, etc.
- Demonstrated interest in assessment and continuous improvement.
- Experience providing reference services in an academic or research library.
- Ability to multi-task and handle challenging situations with confidence and composure.
- Enthusiasm for and experience in designing and delivering instruction in the use of primary source materials and for collaborating with faculty in research and teaching.
- Excellent oral and written communication skills and excellent organizational skills.
- Record of active participation in professional organizations.
- ALA-accredited MLS/MLIS/MSI degree or MA with a concentration in archival administration.
- Must be able to lift 40 pound boxes and work in a dusty environment.

Salary and Benefits: Salary dependent upon qualifications and experience. Comprehensive benefits package, including tuition benefits. Several retirement plan options, including TIAA/CREF. Support for moving expenses provided.

Application: Please send (as Word attachments) your letter of application, resume, and the names, addresses and telephone numbers of three references addressed to Dianne M. Smith, Library Human Resources Officer, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322-2870, via e-mail to Kerri-Ann Ferguson at kfergu3@emory.edu. Applications may also be faxed to 404/727-6925. Review of applications begins February 15, 2010 and continues until the position is successfully filled.

Environment: Founded in 1836, Emory University is recognized internationally for its outstanding liberal arts college, superb professional schools, and leading health care systems. Emory maintains an uncommon balance for an institution of its standing: it generates significant research funding while maintaining its traditional emphasis on teaching. The university is enriched by the legacy and energy of Atlanta and by collaboration among its schools, units, and centers, as well as with affiliated institutions. Emory University is an inquiry driven, ethically engaged, and diverse community whose members work collaboratively for positive transformation in the world through courageous leadership in teaching, research, scholarship, health care, and social action. Emory University currently enrolls more than 12,000 undergraduate and graduate students and offers academic degrees and programs through nine schools including Emory College of Arts and Sciences, Goizueta Business School, Nell Hodgson Woodruff School of Nursing, Oxford College, James T. Laney School of Graduate Studies, School of Law, School of Medicine, Rollins School of Public Health, and Candler School of Theology.

The Libraries of Emory University include the General Libraries and libraries for health sciences, law, theology, business, MARBL, and Oxford College. Holdings of the Emory Libraries total more than 3.1 million print and electronic volumes, 40,000-plus electronic journals, and internationally renowned special collections including more than 15,000 linear feet of manuscripts and archives. The Woodruff Library's Center for Library and Information Resources provides an integrated service environment that brings together technology and media specialists with librarians in a facility that includes an information commons, electronic classrooms, a distance learning classroom, the Center for Interactive Teaching, a state-of-the-art language lab and classrooms, the high-tech Goizueta Business Library, the Heilbrun Music and Media Library, the Electronic Services Data Center, group study rooms, and comfortable study space with data connections as well as wireless access throughout the building. The Emory Libraries are members of the Association of Research Libraries, OCLC, the Research Libraries Group, the Center for Research Libraries, the Coalition for Networked Information, and the Digital Library Federation. For more information about the libraries, visit <http://www.emory.edu/libraries.cfm>.

MARBL is one of the three key areas of the libraries' strategic plan and a comprehensive campaign for the university is underway which will expand Emory's distinctive special collections and fund a signature state-of-the-art center for the humanities at Emory. A staff of thirteen provides cataloging, arrangement and description, research services, instruction and outreach services, as well as support for public programming and special projects. For more information about the MARBL please visit <http://marbl.library.emory.edu/> and for more information about the strategic plan please visit http://web.library.emory.edu/about/publications/Five_Year_Strategy_2007.html

Emory University is an Equal Opportunity/Affirmative Action Employer and encourages women and minority candidates.