The Emory Libraries seek a Visiting Librarian to serve as the Project Archivist. The ideal candidate will lead the processing of the Sam Nunn Papers, create descriptive tools for the collection including MARC catalog record and Encoded Archival Description (EAD) finding aid, and be responsible for providing reference services.

**Position Summary**
Reporting to the Head of Collections Services, the Project Archivist leads the processing of the Sam Nunn Papers and creates descriptive tools for the collection including MARC catalog record and Encoded Archival Description (EAD) finding aid. The Project Archivist is also responsible for providing reference services to researchers, which may include Emory students and faculty, visiting scholars, and members of the public. The incumbent is expected to provide outreach on behalf of the Rose Library, through social media, contributions to the Rose Library publications, and/or the creation of exhibits based on the project. The incumbent also participates in administrative activities such as submitting activity reports and supervising two graduate students. Specific duties include:

- Arranges and describes over 2000 linear feet of the personal and professional papers of Sam Nunn, former U.S. Senator from Georgia and a chairman of the U.S. Senate Committee on Armed Services.
- Implements existing work plan with its proposed arrangement schemes and timelines, and adjusts or modifies as needed.
- Leads a team of students to arrange and describe collection in accordance with current library and archival standards.
- 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.
● Coordinates recruitment, hiring, orientation, training, supervision, and evaluation of student employees.
● Coaches, mentors, and counsels student employees in order to develop students in a positive and proactive manner ensuring individuals have opportunity to develop broad knowledge of library operations and services as well specialized skills.
● 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.
● Provides reference assistance in person and by phone to Emory students and faculty, visiting scholars, and the public as needed and assigned, including 4-6 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 of to explain the rules of care and handling for special collections 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.
● Coordinates with the digital curation team regarding the digitization of materials within the collection.
● May collaborate with curatorial and exhibit staff in the planning, curation, and design of exhibitions based on the collection that comprises the grant project.
● Writes articles and blog posts about manuscript collections, especially upon completion of processing projects.
● Collaborates with research services to plan instruction sessions in instances where the Project Archivist's detailed knowledge of a specific collection is beneficial.

**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).
● At least one year of demonstrated experience in appraising, accessioning, arranging and describing manuscript collections, preferably in a special collections library in an academic environment.
● 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 MARC format, EAD, DACS, and other archival descriptive standards.
● Knowledge of conservation and preservation needs of archival collections.
● Ability to lift up to 40 pound boxes and to work in a dusty environment.
● 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.
- 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
- Background in Southern history or political history, and strong grounding in social sciences or humanities.
- Experience arranging and describing congressional papers.
- 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
Qualified candidates from diverse backgrounds and life experiences are encouraged to apply online at Project Archivist.

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 March 8, 2016 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/](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 Manuscripts, Archives & Rare Book Library (MARBL). 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

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