Project Archivist  
Two-Year Grant Project

Department: Manuscript, Archives, & Rare Book Library (MARBL), Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience

Position Availability: Immediately

The Emory University Libraries seek an energetic, service-oriented and collaborative professional to serve as the Project Archivist for the Arrangement and Description Services unit in the Robert W. Woodruff Library. The ideal candidate will process manuscript collections, create descriptive tools for each collection, provide outreach on behalf of MARBL, and participate in administrative activities.

Position Summary

Reporting to Manuscript Archivist and grant Primary Investigator, the Project Archivist processes the manuscript collections that comprise the National Historical Publications and Records Commission (NHPRC) two year, grant funded project "Revealing Her Story: Documenting African American Women Intellectuals." The Project Archivist also creates descriptive tools for each collection including MARC catalog records and Encoded Archival Description (EAD) finding aids. The incumbent is expected to provide outreach on behalf of MARBL, through social media, contributions to the MARBL Magazine, 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 of the incumbent include:

- Creates work plans which record basic information about the collection, suggest proposed arrangement schemes, as well as the estimated duration of the project and any decisions made during the project.
- 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 each 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 records for each 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.
- Works collaboratively with a team of students to arrange and describe manuscript collections in accordance with current library and archival standards.
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 by funding agency.

**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 and/or Southern culture, African American history and strong grounding in social sciences or humanities.
- 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 Aleph).
- Experience in supervising and managing student assistants.

**Application Procedures**

Applications and nominations for the position are welcome and must be sent to Linda Nodine via email (eul-libjobs@emory.edu). Applications may be submitted as Word or PDF attachments and must include:
1) 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 August 21 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.

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 contract renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

**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 7,656 undergraduates and 6,580 graduate and professional students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 27,747 and an annual operating budget of $4 billion. Emory University received $520.3 million in research funding in 2012. 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), 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.

For complete posting, visit this website: [http://web.library.emory.edu/about/employment-opportunities/librarian-positions](http://web.library.emory.edu/about/employment-opportunities/librarian-positions)