

User Services Archivist, Samford University Library

(Full-Time Faculty, Non-Tenure Track, 12-month)

The Samford University Library is seeking an ambitious and creative individual interested in serving in a Christian university environment to fill the position of User Services Archivist. The archivist in this position reports to the chair of the Special Collection Department, which is composed of three archivists and two staff members. The successful candidate will be responsible for providing access to Special Collection resources through reference and digitization as well as assisting in primary source instruction.

Responsibilities include:

- Provide research and reference service in Special Collection
- Lead making archival materials accessible through digitization projects in collaboration with the Cataloging Department
- Provide information literacy instruction in Special Collection and assist as needed in liaison areas.
- Assist the department in the processing of manuscript, photograph, and other media collections in accordance with accepted archival principles and practices
- Collaborate with fellow archivists to assess the preservation and conservation needs of archival collections
- Participate in planning, goal setting, and assessment for the department
- Assist in directing the work of student assistants and interns
- Contribute to library initiatives such as instruction, outreach, and social media as appropriate
- Participate in a rotating schedule staffing the library reference desk on nights and weekends
- Serve as library liaison to specified academic departments
- Stay professionally active and maintains knowledge of current issues and trends in the archives and special collections field and academic libraries at large
- Perform other duties as assigned

General Time Distribution of Responsibilities

- 50% Research and Reference Assistance
- 25% Enhancing collection access utilizing digitization, discovery tools, and/or cataloging projects
- 25% Other listed or identified responsibilities

Required Qualifications:

- ALA-accredited master's degree in library or information science
- Archival Training and/or experience
- Working knowledge of preservation standards, metadata standards, and legal issues related to archival material
- Understanding of issues related to electronic records and the digital conversion of archival materials
- Ability to implement and adapt to evolving technology
- Possess the ability to perform work with accuracy and perseverance
- Ability to work cooperatively and independently with initiative and sound judgment
- Excellent research, writing, and oral communication skills
- Able to tolerate occasional dirty/dusty conditions and be able to lift a minimum of 40 lbs.

Preferred Qualifications:

- Professional or nonprofessional experience in an academic archives or special collection
- Experience with content management software such as CONTENTdm
- Familiarity with Photoshop
- Knowledge of Alabama and Alabama's religious institutions
- Reference and/or instruction experience in a library or archives

Samford University (www.samford.edu) is the largest privately supported and fully accredited institution for higher learning in Alabama. Located in suburban Birmingham, the university was founded in 1841 and has 366 full time faculty and more than 5,500 students. Samford is ranked 4th in the South among regional universities by U.S. News & World Report and has been nationally recognized for academics, affordability and value by a number of prestigious publications and rankings. The university is dedicated to the promotion of rigorous academic inquiry in a Christian setting. The university offers competitive salaries with a generous benefits package.

Review of applications will begin August 19, 2019 and will continue through at least December 13, 2019. Please submit a letter of application; curriculum vita with names and contact information of three references; archival training/ experience; a description of your work with standards and practices related to the archival profession; and an example of your work with technology in connection to preservation and/or accessibility; application for faculty position; and faculty applicant Christian mission statement.

Applicants must complete an "Application for Faculty Position" can be found at:

(https://www.samford.edu/departments/files/Human_Resources/application-for-faculty-employment.pdf)
and

"Faculty Applicant Christian Mission Statement" can be found at:

(<https://www.samford.edu/departments/files/academic-affairs/Faculty-Applicant-Christian-Mission-Statement.docx>).

Please submit all materials as a PDF file to:

FACAPP@samford.edu

Subject: User Services Archivist

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