Position: University Archivist

University of Maryland Libraries
College Park, Maryland, United States

Salary: Not stated

Status: Full-time

Posted: 07/21/17

Deadline: 09/04/17

Position: University Archivist

Position Description:
The University Archivist/Special Collections Librarian is responsible for the University of Maryland collection group within SCUA and collaborates with other curators in the division to provide overall direction for reference services, accessioning, arrangement, description, preservation, cataloging of manuscript and archival materials, instruction, and outreach. Reporting to the Director of Special Collections and University Archives, the University Archivist builds, maintains, interprets, and provides access to the University Archives and assesses collection needs, establishes priorities, and represents the collection area to the University of Maryland community and external organizations and individuals. The successful candidate for this position will:

Position Responsibilities:

- Lead the University Archives as an organizational innovator, facilitating the ongoing development of a flexible work environment that places a premium on strategic priorities, project orientation, a work culture that is both fluid and accountable, and an excellent staff.
- Demonstrate creativity in identifying and allocating resources through donor relations, fundraising, grants, partnerships, budgeting, and flexible staff deployments.
• Articulate a vision for the University Archives in the 21st century that takes into account new collecting opportunities in a born-digital information environment and the changing nature of primary documentation in a post-industrial society.

• Articulate a vision for services that transcends collection management and incorporates dynamic activities in the areas of discovery, teaching, preservation, digital presentation to online communities, outreach to new audiences, off-campus partnerships, and alliances with the teaching faculty, students, and colleagues on the library faculty.

• Serve as point of contact for the University Archives’ services to campus and off-campus partners, including the University administration, Intercollegiate Athletics, the Alumni Association, University Relations, and other entities.

PHYSICAL DEMANDS: Must be able to tolerate occasional dirty/dusty conditions and be able to reach, stoop, bend, lift, and move objects. Must be able to tolerate the stresses engendered in a multi-faceted, rapidly growing archives program responsive to a broad user base.

SUPERVISORY RESPONSIBILITIES: Oversees the work of the Assistant University Archivist, Athletics Archivist, and the University of Maryland collection groups’ hourly student employees, contract- or grant-supported personnel, interns, and volunteers.

Required Qualifications:

Must have thorough knowledge of archival theory and practice. Must be able to work effectively with others in a team setting. Demonstrated excellence in oral and written communication skills and in assisting researchers in a special collections setting. Must be able to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Must possess a strong service orientation and the potential for professional contributions.

ALA-accredited Master’s degree in Library Information Science with an emphasis on formal archival education and training, or a master’s degree in history, American Studies, or other relevant discipline, with experience in archives, archival course work, or archival certificate.

At least three years of professional archival experience in an academic library including responsibility for supervising the processing of manuscripts and archives. Demonstrated ability and initiative in processing, reference, outreach, donor relations, and administrative activities.

Preferred Qualifications:

• Advanced degree/graduate study in history or other relevant discipline.
• Work experience in a university archives setting; knowledge of electronic records; and supervisory and project management experience are desirable.

Closing Date: 09/04/17

Special Instructions to Applicants:
Electronic applications required. Please apply online at https://ejobs.umd.edu/postings/53239. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter which includes the source of advertisement, a resume, and names/e-mail addresses of three references.

For the full position description, please go to http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions.