

Augusta University

Librarian, Assistant Professor

Job Opening ID: 12513

Position #: 11196

**University Libraries, Reese Library, Summerville Campus**

Reese Library of Augusta University invites applications for the position of Special Collections Librarian at the faculty rank of Assistant Professor. This full-time, non-tenure track faculty position is responsible for processing, preserving, and providing access to primary materials such as manuscripts, photographs, and maps.

**The successful candidate will accomplish the following:**

- Manage all aspects of Special Collections including arranging, describing, preserving, digitizing, and promoting manuscript and archival materials.
- Provide research assistance to all users of its holdings via walk-in, phone, and/or e-mail, maintaining high customer service standards.
- Plan, develop, and enforce policies for the department.
- Pursue grant and other funding opportunities related to collection acquisition, processing, preserving, digitizing, and promoting, including programming to highlight Reese Library's various collections.
- Collaborate with the Curator, Historical Collections and Archives at Greenblatt Library.
- Compile and report statistics for institutional, state, and national reports.
- Serve as a liaison to one or more academic units.
- Participate in and make recommendations in collection evaluation projects.
- Participate in the weeding/withdrawal of items from the library's collection.
- Develop and maintain online research guides for assigned liaison area(s).
- Actively engage in professional development by conducting scholarly research relevant to areas of responsibility, contributing to the professional literature based on research results.
- Actively engage in service to the profession, university, and community, including committee service.
- Supervise one or more student assistants.

**Intra-Institutional Responsibilities:**

The Special Collections Librarian will serve as liaison librarian to one or more academic units and will serve on library and institutional committees as a faculty member.

**Extra-Institutional Responsibilities:**

The Special Collections Librarian is expected to be active professionally in local, regional, and national associations and will contribute to the professional literature.

**Requirements:**

- American Library Association (ALA)-accredited Master's degree in library science.
- Experience working in special collections and/or archives.
- Demonstrated knowledge of archival processing practices, *Describing Archives: A Content Standard (DACS)*, 2<sup>nd</sup> edition, and *Encoded Archival Description (EAD)*.
- Excellent communication skills, both written and oral.
- Ability to work collaboratively in an academic community.

**Preferred Requirements:**

- Experience organizing and hosting programming and exhibits.
- Demonstrated knowledge of current developments and trends in special collections and archives.
- Demonstrated knowledge and experience with curation of digital objects, digital preservation, and Open Archival Information Model (OAIM).
- Demonstrated commitment to professional development through scholarly research relevant to areas of responsibility including publications, presentations, and participation and leadership in professional associations.
- Experience serving diverse communities.

**Salary and Benefits:**

This position has faculty rank and status (non-tenure track). Academic rank will be commensurate with experience. Benefits include a competitive health package, TIAA/CREF, and other retirement options. Salary will be commensurate with qualifications and experience.

**How to apply:**

In order to be formerly considered for employment at Augusta University, applications must be submitted electronically and must include a letter of interest, current curriculum vitae, and names of three professional references. Please submit as one document at <http://www.augusta.edu/hr/jobs/faculty/>

Minimum Recruitment Period: 30 days

Augusta University Application/Recruitment Deadline: Open until filled

**Equal Employment Opportunity**

Augusta University is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote and educate persons without regard to age, disability, gender, national origin, race, religion, sexual orientation or veteran status. Augusta University is an AA/EEO/Equal Access/ADA Employer.

**Conditions of Employment**

All candidates are required to successfully pass a Background Check review. For specific positions, the final candidate may be subject to a (pre-employment) physical, drug screen, and/or credit check.

**Other Information**

This position is also responsible for promoting a customer friendly environment and providing superior service to our patients, students, faculty, and employees. "Augusta University is a patient-and family-centered care institution, where employees partner everyday with patients and families for success."

Augusta University is a tobacco free environment and the use of any tobacco products on any part of the campus, both inside and outside, is strictly prohibited.