Accessioning and Processing Archivist

The University of Arkansas Libraries seek an innovative, versatile, and enthusiastic archival professional to help the Special Collections Department increase the accessibility of archival collections by further developing accessioning guidelines and processing policies for both analog and born-digital collections, facilitating the physical transfer of new collections to the department, enhancing the discovery of the department’s rich manuscript collections by creating and managing collection-level descriptions for all holdings, and working collaboratively to reduce the manuscript backlog. Reports to the Head of Special Collections.

Primary responsibilities include managing accessioning, preservation assessment, basic conservation care, and production of accession records for analog and born-digital collections; arranging for intake of new collections, which may include fieldwork such as surveying, packing, and transporting materials; collaborating with colleagues to ensure proper handling and housing for collections, the integration of preservation assessment practices within the accessioning program, and identification of preservation priorities for materials in all formats during accessioning; managing location and storage of collections, including maintaining location register and accession master records; developing accessioning program goals, priorities, assignments, and workflows for analog and born-digital materials; overseeing professional and student staff in accessioning functions, providing training in accessioning analog and born-digital collections; managing basic, small processing projects; and reviewing EAD-compliant finding aids.

Responsibilities of this position include research and creative work and service in keeping with the faculty requirements of the University of Arkansas. The ideal candidate will possess excellent organizational, communication, and interpersonal skills; archival knowledge; and the ability to work both independently and collaboratively with a variety of constituents.

Qualifications: Required: Master’s degree in Archives and Record Administration, a master’s degree in Archival Studies, or a master’s degree from an ALA-accredited program with a concentration in archival studies; experience in accessioning and processing manuscript collections in archives or research libraries; demonstrated work experience in implementing basic preservation methods, practices, and procedures for manuscript collections which encompass multiple formats (textual, audiovisual, moving image, photographs, and born-digital); coursework or training in digital archives, including knowledge of accessioning and processing methodologies relating to born-digital materials as well as demonstrated understanding of digital preservation; demonstrated knowledge of metadata standards and national descriptive cataloging standards, such as the Dublin Core Metadata Element Set, EAD, DACS, MODS, METS, or MARC; and a valid driver’s license.

Preferred qualifications: A Certified Archivist (CA) designation or Digital Archives Specialist (DAS) Certification; familiarity with collections management systems, content management systems, and/or digital preservation systems (e.g. Archivists’ Toolkit, ArchivesSpace, DSpace, CONTENTdm, Omeka, Islandora, and/or Archivematica); understanding of copyright, privacy laws, and rights management issues relating to analog and born-digital collections; and demonstrated project management experience.

Rank and Salary: Tenure-track, twelve-month faculty appointment at the rank of Assistant Librarian / Assistant Professor. Salary: $48,000.

Benefits: Relocation allowance available. Benefits include TIAA/CREF, Fidelity Mutual Fund, or the Arkansas Public Employees Retirement System, 22 days of annual leave, tuition reduction, and health insurance.

Background: The University of Arkansas places students first by enhancing academic programs, creating an engaging campus life, reducing obstacles, enhancing diversity, improving graduation rates, and marshaling the
expertise of the faculty, staff, and students. The University is classified by the Carnegie Foundation as a research university with very high levels of research activity (RU/VH). The University provides a superior campus landscape and environment while designing and building world class facilities. The funding for research awards and research expenditures continues to grow and so do the academic programs offered. The University Libraries share in the stewardship of the University’s goals and takes responsibility for the health of the research and teaching collections as well as programs that further support the academic mission. For more information, visit the Libraries’ home page at http://libraries.uark.edu. **The University of Arkansas campus** (http://www.uark.edu/) in Fayetteville, Arkansas, with a student enrollment of more than 26,000, is the flagship campus of the University of Arkansas System. With a population of approximately 460,000, the northwest Arkansas region is home to two Fortune 100 company headquarters. This thriving region offers numerous cultural venues, such as the Crystal Bridges Museum of American Art, the Walton Arts Center, and the Shiloh Museum of Ozark History.

**Application deadline and contact information.** Women and minorities are encouraged to apply. Completed applications received by April 18, 2016, will receive full consideration. Late applications will be reviewed as necessary to fill the position. For the full posting or to apply, please go to http://jobs.uark.edu/postings/12506. When completing your application, please upload the following: letter of application (addressed to the attention of Jeff Banks, Assistant Director for Library Human Resources and Diversity Programs), résumé, and names, addresses, and telephone numbers of three current references.

*The University of Arkansas is an equal opportunity, affirmative action institution. The University welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation, or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.*