UNIVERSITY OF DALLAS

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Special Collections and Archives Librarian

JOB DESCRIPTION

The University of Dallas Cowan-Blakely Memorial Library invites applications for the position of Special Collections and Archives Librarian. This is a Library Faculty, non-tenured position.

The Special Collections and Archives Librarian is responsible for the management and administration of University Archives and Library special collections. In addition, this position is responsible for processing collections to archival standards, including cataloging and access. In addition, this position initiates and participates in outreach, reference, and collection development activities for University Archives and Special Collections.

PRIMARY RESPONSIBILITIES

- Coordinate and oversee the collection development, preservation, and management efforts of the University Archives using professional standards and practices.
- Provide access to archival and special collections by creating finding aids, collection-level records, and metadata descriptions.
- Respond to requests from the campus community and off-campus individuals and organizations to use the Archive’s collections.
- Work with appropriate university offices, alumni and other entities in identifying potential donors and materials that support the university mission.
- Participate in the library and archives digital initiatives projects, including adding content to the digital repository system.
- Catalog special collections and rare books and assist with retrospective conversion projects as needed using cataloging rules and standards (e.g., MARC21 formats, AACR2R, RDA).
- Seek, identify, and pursue funding opportunities to support initiatives; write and prepare grant proposals as appropriate.
- Provide access to archival and special collections by creating finding aids, collection-level records, and metadata descriptions.
- Hire, train, evaluate, and supervise the work of student employees.
- Participate in various campus committees and state and regional professional organizations.
- Participate in the department’s outreach and promotional efforts, including research assistance, instruction, and exhibit preparation.
MINIMUM REQUIREMENTS

- Master’s degree from an ALA-accredited Library Science program.
- One year of experience in special collections and/or archives, preferably in higher education.
- Working knowledge of and experience with AACR2R, USMARC21, RDA formats and Library of Congress rule interpretations practices and standards in creating bibliographic records, including LC subject headings and classification schemes.

PREFERRED QUALIFICATIONS

- Archivist certification or the ability to complete certification after hire.

ADDITIONAL INFORMATION

- This position will require occasional irregular work hours, including evenings and/or weekends.

APPLICATION

Applications for the position should be made online at https://hr.udallas.edu/apply/.

Applicants should submit a cover letter that includes how they will support the University mission.

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education (http://www.udallas.edu/about/mission.php). All faculty members are expected to understand and support the mission.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.