UNIVERSITY ARCHIVIST
Library Assignment: Special Collections and Archives
Primary Location: Gelman Library

APPOINTMENT RANK AND SALARY: Librarian II/III, salary commensurate with experience.

The George Washington University invites applications for an innovative, strategic and creative leader for its University Archives program.

The University Archives is located administratively within the Libraries’ Special Collections and Archives Department. Special collections and archives, including the University Archives program, are a strategic priority of the University Libraries.

Reporting to the Associate University Librarian for Special Collections and Archives, the University Archivist provides leadership for the development of collections, tools and services to enhance and extend use of the University’s historical records and raise awareness of the archives’ services on campus. A priority for the position is to develop strong relationships within the libraries and with academic and administrative partners across campus. These collaborative relationships enable the archivist to identify at-risk historical materials, to provide timely record keeping advice, and to develop creative ways, many of them involving technology, to support campus information and research needs.

Key Libraries collaborators include the Scholarly Technology Group, the libraries’ development and communications officers, and Research and User Services librarians. Key collaborators across campus include External Relations, the Alumni Association, faculty, staff and administrators. The Archivist also seeks out and nurtures relationships external to the University that support the mission and activities of the Libraries and the University.

The archivist is deeply engaged in achieving department goals and furthering Libraries’ strategic directions and contributes to the profession through scholarship and service.

Specific responsibilities include:

- Identifying, collecting, and providing access to institutional information assets of long-term value in all types including administrative records, faculty collections and University publications.
• Working with colleagues to develop practical solutions for capture and preservation of core institutional content that is born digital.

• Supporting institution-wide planning and policy-development by providing timely information resources to the campus community, including central administration.

• Working with faculty and Libraries colleagues to develop creative and sustainable ways to integrate University Archives resources into the curriculum.

• Developing and implementing processing plans to manage a backlog of unprocessed University records; supervising student processing work.

• Responding to internal and external reference requests concerning University history.

• Soliciting donations of personal papers and soliciting transfer of University records to the Archives.

• Assisting in departmental and Libraries’ fundraising, grant-writing, and development efforts.

• Participating in Libraries-wide activities including committee work, special projects and programs.

• Participating actively in all of the activities of the Special Collections Research Center including planning, events, project management, supervising student workers, general reference and processing and other departmental functions and priorities.

• Representing the Libraries and the University in national groups and forums.

Basic Qualifications:

• ALA-accredited Masters degree in Library/Information Science or an advanced degree with relevant experience and continuing education.

• Minimum of 3 years working as an archivist in an academic or research setting.

• Experience with archival principles and practices including appraisal, description, processing, reference and outreach.

• Experience with archival materials in a wide variety of formats such as manuscript, audiovisual, digitized or born digital materials.

• Experience with library and archives technology such as web archiving and digital institutional repositories.
• Record of growing professional contribution and service.
• Experience in project management.

Preferred Qualifications:
• Experience developing digital collections
• Experience working with donors of archival materials
• Familiarity with current trends in academic research and scholarly communications
• Experience with principles and practices of records management.
• Experience in grants development and fundraising.
• Instruction experience.
• Experience supervising staff or students.
• Experience developing creative approaches to promoting library services.
• Ability to work effectively independently and in cooperation with colleagues in a service-oriented, collaborative environment.
• Excellent organizational skills and ability to successfully manage multiple assignments and projects.
• Excellent verbal and written communication skills.

APPLICATION PROCEDURE: Review of applications will begin on November 20, 2014 and continue until the position is filled. Only complete applications will be considered. To be considered, please complete an online faculty application at http://www.gwu.jobs/postings/24469 and upload a cover letter that includes an assessment of skills related to basic qualifications, and curriculum vitae. Employment offers are contingent on the satisfactory outcome of a standard background screening.

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.