University Archivist

The University Archivist is a full-time professional position overseeing the Richard G. Trefry Archives, and is part of the Charles Town, WV Library Operations staff. The Archivist will be responsible for building the university’s archival collection of paper, electronic, and artefactual materials. These duties call for the diplomatic engagement of the President’s Office, Marketing, other institutional departments, and external stakeholders. Candidates will be weighed for their Web skills, familiarity with digitization, as well as traditional archival and library procedures. This position requires scholarly specializations in history and military topics along with experience in university records. The University Archivist assists with performing library operations functions to include maintaining the physical collection, lending and interlibrary loan operations, and supporting student and faculty research efforts.

Essential Functions

- Archival program development, processing, analysis, and marketing
- Create physical and digital exhibits
- Proactive approach to expanding archival content
- Facility to engage across academic and staff departmental lines
- Basic portal construction skills working with HTML-based content management systems.
- Web-based collection development and electronic course material selection for historical topics.
- Collection development for History and Military History
- Assists with Online Librarian student reference and faculty support as needed
- Assist with library operational functions to include lending and interlibrary loan services

Critical Competencies

- Professional archival skills with an emphasis on electronic formats and digitization
- Ability to interact with students and faculty in a professional and timely manner through electronic media.
- Actively acquires pertinent information and understands the APUS business model
- Dedicated to the University mission and its potential as an industry and scholarly leader
- Maintains a service and student orientation
- Remains conscious of faculty roles and seeks active partnerships with faculty leaders and program directors
- Employs strategic thinking to balance academic traditions with innovative Web approaches.
- Acts as a rational decision maker
- Actively communicates in and influences an academic ethos of scholarly excellence
- Serves as an “ambassador” by maintaining positive community and professional relations
• Current online searching methods and emerging Web-based applications.
• Working knowledge of educational and archival resources on the Deep and Open Web.
• Familiarity with DSpace, Omeka or other archival repositories
• Familiarity with photographic digitization techniques
• Self-starting entrepreneurial mindset that requires minimum supervision.
• Demonstrates creativity, flexibility, and a positive attitude.

Education and Experience:

Basic
• Required: Graduate archival course work equivalent to qualify for the educational testing exemption of the Academy of Certified Archivists
• Required: Masters in Library Science or equivalent from an ALA-accredited institution

Advanced
• Preferred: Graduate-level classes in military studies/history or related areas
• Preferred: Experience in university records or non-profit association
• Preferred: Familiarity with military communities and service

Work Environment and Physical Demands:

• A collegial team environment stresses cooperation and collaboration
• Regular presence in the main APUS offices
• Attendance and participation in civic and scholarly events
• Scholarly research and contributions expected
• Ability to handle archival and related storage containers—circa 40 lbs.
• Requires a working telephone along with high speed Internet access that is sufficient to access the current campus-teaching platform and Online Library site