

Position Title **Archivist and Digital Preservation Librarian**

Classification Title **Asst Professor/Librarian II**

Department Library - MU2060

Location MU - Marshall University, Huntington, WV

Salary Range Commensurate with education and experience

Position Summary Information

Job Description

Marshall University Libraries seek a full-time, 12-month, Assistant Professor/Librarian II Archivist & Digital Preservation Librarian for the Archives and Special Collections Department. This position is responsible for managing digitization projects and the preservation of digital assets within an academic archives/library environment.

1. Develop, implement and manage digital preservation program for long term storage and access to digital assets within Special Collections department. Knowledge of the standards for digital capture, storage, metadata creation and delivery methods to include web design and development.
2. Review existing Library practices, analyze needs, establish policies and best practices for the long-term protection and access to digital materials of all types, both created by or acquired by the Special Collections and Archives Department.
3. Promote the widest possible access to the archives and the special collections through the use of the Internet and other electronic delivery methods. Make optimal use of available digital platforms such as Marshall Digital Scholar and PastPerfect Online (or other digital content management platforms) to enhance and expand web access to holdings.
4. Work with the Head of the Special Collections Department to manage the Department's regional historical collections to include assessing, processing, inventorying and creating finding aids for diverse manuscript collections. Must have demonstrated knowledge of archival theory and practices as well as an understanding of regional history.
5. Participate on the daily coverage of the Special Collection's reference/circulation desk. Expert customer service skills with the ability to provide in person and online reference services.
6. Promote the department by participating in outreach to faculty/staff/students/community. Ability to communicate effectively the department's value as a resource through tours, scheduled classes, exhibits, and other appropriate venues. Represent the department and the University in the community through personal contact, appearances before groups and association with professional organizations.
7. Participate in the library liaison program and shared library instruction program. Providing outreach, instruction, and services to faculty and students and serve as a liaison to one or more academic areas.

8. Participate in regional, state, and/or national professional organizations and in professional development activities designed to increase knowledge in areas of primary responsibility.

9. Actively engage in departmental and library initiatives, work group and committees. Participate fully as a member of the University Faculty, including serving on University and Library committees as assigned or elected.

10. Engage in an active life of scholarship appropriate to the instructional and service role of the academic librarian.

11. Perform other duties and special projects as assigned, depending upon additional expertise, interests, and the needs of the Libraries.

**Required
Qualifications**

- Master's Degree in Library Science from a library school accredited by the American Library Association.
- Demonstrated knowledge of contemporary digital preservation and archival theories and practices.
- Proficiency in digital preservation software and digitization tools
- Ability to work creatively, collaboratively, and effectively both as a team member and independently, and to promote teamwork among colleagues.
- Demonstrated ability to supervise students, staff and volunteers.
- Potential to meet requirements expected of academic library faculty
- Ability to work with a diverse faculty/staff/student/community in a multicultural environment.
- Strong written, verbal, organizational, presentation, communication skills
- Familiarity with MS Office applications.
- Must be able to perform all essential job duties as outlined in the job description.

**Preferred
Qualifications**

Additional Master's Degree in related field
Digital Preservation or Digital Archives Specialist certificate
Post-MLS experience working in an academic archives or special collections
Basic HTML and website coding skills
Minimum of one year teaching experience and user-centered reference services

Posting Detail Information

Posting Number	MU0690F
Open Date	11/13/2018
Close Date	
Open Until Filled	Yes