

Position Title: Coordinator of Manuscript and Archival Processing (Search # 105423)

Deadline: May 18, 2018

Pay Grade: 30E

Description: The University of Delaware Library seeks a motivated, creative, and service-oriented professional to serve as the primary coordinator of manuscript and archival processing. Reporting to the Head, Special Collections Department, the responsibilities of this position include:

1. Lead and manage accessioning and archival processing of manuscript and archival collections held by Special Collections.
2. Supervise processing activities of one full-time professional staff member, graduate assistants and student workers; work with the Coordinator of Manuscript and Archival Description to apply controlled vocabularies or authorities, such as Library of Congress Subject Headings (LCSH), Art & Architecture Thesaurus (AAT), and Library of Congress Name Authority File.
3. Supervise the creation of collection inventories and finding aids according to relevant standards and established local practice, including using ArchivesSpace. Utilize descriptive tools, such as ArchivesSpace, to record and share this collection information. Participates in the development and implementation of policies and procedures for archival processing.
4. Directly arrange and describe manuscript and archival Collections and creates descriptive metadata such as finding aids and catalog records as needed.
5. Contribute to overall collection management for manuscripts and archives physical space planning and problem-solving for storage, oversize housing, and preservation activities.
6. Contribute to departmental projects and planning, particularly with creation of procedures related to accessions, archival processing, and managing graduate assistants and student workers.
7. Provide instruction for graduate and undergraduate students for research and class assignments. Provide in-person and online reference for faculty, students, and other researchers
8. Work with Special Collections staff, library colleagues, and faculty to promote the use of special collections and primary sources; contribute to the University of Delaware Library Associates newsletter, LibGuides, social media, and other projects.

Qualifications: ALA-accredited graduate library degree. Three to eight years professional experience in archives management in an academic research library or comparable work experience focused on the intellectual control and organization of archival collections. Demonstrated knowledge of processing, arrangement and description of personal papers, organizational records, or institutional archives in both analog and born digital format. Demonstrated knowledge of DACS, MARC, and EAD encoding through completed coursework, catalog records, and published finding aids. Experience using an archival collection or content management system, such as Archivist Toolkit or Archives Space. Excellent oral and written communication skills for departmental team work, teaching, donor relations, description, and promotion of the collection. Ability to perform physical activities associated with archival environments. Strong organizational skills, project management skills, productivity standards, and the ability to work independently as well as part of a team. Commitment to fostering an inclusive educational environment and workplace. Ability to work effectively with a diverse faculty, staff, and student population.

General information: The holdings of Special Collections at the University of Delaware Library include books, literary and historical manuscripts, maps, prints, photographs, broadsides, periodicals, pamphlets, ephemera, and realia from the fifteenth to the twenty-first century. Printed collections number more than 200,000 titles and manuscript collections span more than 5,000 linear feet. The collections complement the University's teaching programs and the Library's general collections with particular strengths in the subject areas of the Arts; English, Irish, and American literature; history and Delawareana; horticulture; and the history of science and technology. Manuscript strengths include American history, particularly Delaware and the surrounding region; contemporary American, British and Irish literature; art and architecture; land use and the environment in the Delaware Valley, politics and government, and the history and technology of printing, publishing, and the book arts. Special Collections has an active exhibition program, is engaged in several ongoing Web-related activities, including online finding aids to manuscript and archival collections, online exhibitions, and digitization of selected collections. Additional information about the Special Collections is available at <https://library.udel.edu/special/>.

The University of Delaware Library is committed to student success, scholarly research and inclusive excellence. The Library is strongly committed to fostering diversity within our community. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. The Library collaborates with strategic campus partners to achieve these priorities, as well as with national professional organizations including the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, Digital Library Federation, OCLC Research Partnership, SPARC, HathiTrust, the National Digital Stewardship Alliance, the National Network of Libraries of Medicine (NN/LM) and the ACRL Diversity Alliance. More information about the Library is available at <https://library.udel.edu/>.

Benefits: 22 vacation days. 403B retirement plan with generous University contribution. Tuition remission for dependents and spouses, and course fee waiver for employee. Full information about University of Delaware benefits is available at <http://www.udel.edu/Benefits/>.

Appointment: Appointment expected at the rank of Senior Assistant Librarian (pay grade 30E) with 3-8 years professional experience.

To Apply: Include cover letter and resume, along with the names and contact information of three employment references, in a single document, following University of Delaware application instructions at <http://www.udel.edu/udjobs/>.

Equal Employment Opportunity: *The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/home/legal-notices/>.*

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.