**Head of Special Collections/University Archivist Position Summary**

**Recommended Salary:** $55,000-$60,000

Torreyson Library at the University of Central Arkansas seeks an innovative and collaborative individual with a passion for public engagement and outreach to provide leadership, vision, and support for the Special Collections and Archives Department as the Head of Special Collections/University Archivist. This person will be responsible for all aspects of the administration and development of the department that works to collect, preserve, and tell the story of the institution's legacy and impacts, as well as collecting materials documenting the histories and cultures of the Central Arkansas Region in particular and Arkansas in general. They will ensure the accessibility and champion the growth of research collections in a variety of formats and through a variety of lenses, ensuring that all voices are represented by leading and supervising departmental personnel in processing, preserving, and describing collections according to professional standards and best practices, and in providing research assistance service to library users. They also participate in library reference and instruction services and will be expected to integrate the special collections and archives with broader library service programs. Torreyson Library has a history and practice of shared governance; therefore, participation in this shared governance would be expected from the selected candidate.

This will be a library faculty appointment. Faculty librarians have the right to choose with the initial appointment whether to accept tenure-track or non-tenure-track status. All personnel appointed to the library faculty must hold the appropriate terminal degree, a master’s degree accredited by the American Library Association. For additional information, please see the UCA Faculty Handbook (<https://uca.edu/go/facultyhandbook>).

Torreyson Library is committed to supporting and enhancing a multicultural environment that values diversity, belonging, inclusiveness, and equity. We especially welcome applications from persons whose communities traditionally have been excluded from or marginalized by the academy.

This position is governed by state and federal laws and agency/institution policy.

**Job Duties and Responsibilities**

* Oversee acquisition, preservation, organization, digitization, and use of collections
* Collaborates with the Library’s Collections Team and Public Services Team to ensure that the archives collections are available and visible in the library’s online platforms and systems for discovery and access.
* Collaborates with the Library’s Outreach and Education Team to promote the archives on campus and in the community.
* Initiate and administer outreach and promotion efforts and special projects
* Develop goals and strategies for the Archives
* Provide assistance and instruction to patrons and classes, especially for the History Department (<https://uca.edu/history>)
* Supervise full-time and part-time staff and student workers
* Cultivate relationships with both internal and external constituencies
* Conduct research on Arkansas and UCA history, making findings available in various formats, such as journals, blogs, exhibit materials, newsletters, or presentations
* Participating in Library Faculty meetings
* Collaborating with other units in the Library and on campus as appropriate, especially Institutional Advancement and Marketing and Communications
* Work closely with donors to identify and acquire unique and rare collections of materials related to the development of the University and the Central Arkansas region
* Develop community access to and support for the collection through contacts with and presentations to community members

**Knowledge, Skills, and Abilities**

* Excellent organizational skills, with attention to detail and accuracy
* Excellent written, oral, and interpersonal skills
* Knowledge of archival and library best practices
* Ability to demonstrate vision and strategic thinking
* Willingness to embrace change
* Ability to effectively adapt to and use new technologies and software
* Strong customer service orientation
* Demonstrated commitment to professional development
* Familiarity working with donors, faculty, students, the general public, and researchers
* Experience with outreach and public relations
* Ability to prioritize work and meet multiple deadlines
* Knowledge of archival description practices and standards, including DACS, EAD, and MARC

**Skills Considered Essential for Success**

* Knowledge of the organization and administration of higher education.
* Knowledge of student development theory.
* Knowledge of state, federal, and university rules, regulations, and procedures.
* Ability to work in a diverse and dynamic environment.
* Ability to compile statistics into reports.
* Ability to work collaboratively and independently with common goals as a part of a team.
* Ability to make sound judgments and assist in resolving student concerns.
* Effective interpersonal communication, writing, and organizational abilities.
* Civility in all interactions of a public or confidential nature.
* Demonstrate follow-up contacts and consultations promptly.
* Ability to prioritize work and meet multiple deadlines.
* Knowledge and ability in project management

**Required Education and/or Experience**

* MLS or other appropriate ALA-accredited master’s degree
* Archival experience and/or formal coursework in archival management
* Supervisory experience
* Familiarity with technologies and systems developed or adapted by the archival community for the management of and access to archives

**Preferred Education and/or Experience**

* Degree in history (graduate preferred)
* Demonstrated knowledge of Arkansas history
* A record of relevant scholarship and publication

**License(s)/Certifications (Required or Preferred)**

* Certification from the Academy of Certified Archivists (preferred)