

**Director of Special Collections and Archives**

The Mary and Jeff Bell Library at Texas A&M University-Corpus Christi is seeking a dynamic, innovative Director to provide leadership, vision, and support for the library’s Special Collections and Archives Department. The Director will display an understanding of building, maintaining, and providing access to archives and special collections in a variety of formats.  They will ensure the accessibility of research collections by 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.

The successful candidate will identify goals and objectives, set policies, and assess departmental operations and services in the context of library and university mission, values, goals, and objectives. S/he will identify and implement new methods of delivering departmental operations and services within a changing technological environment.

The Director will work collaboratively with Dean of Libraries, Institutional Advancement, and Marketing and Communications to perform public outreach and networking activities. They will work closely with donors to identify and acquire unique and rare collections of materials related to the development of the South Texas region and will develop community access to and support for the collection through contacts with and presentations to community members. As with all faculty librarian positions at Texas A&M University-Corpus Christi, the Director of Special Collections and Archives will participate in professional and scholarly activity and will serve on library, university, and professional committees.

Required Qualifications:

* Master of Library Science or equivalent from an ALA-accredited program with a specialization in archival studies or an advanced degree in a related discipline with formal training in archival management.
* At least five years of successful and progressively responsible experience working in an academic special collections department or archives.
* Knowledge and experience in most aspects of library preservation practices, technologies, and methodologies, including digital preservation.
* Strong oral and written communication skills and excellent interpersonal skills, including the ability to collaborate effectively with faculty, staff, and students.
* Demonstrate a commitment to customer service and an enthusiasm for identifying new opportunities to enhance library services and build partnerships across campus.

Preferred Qualifications:

* Outstanding donor relations and collection development skills.
* Proven track record of fundraising and grant proposal writing.
* Experience with project management.
* Familiarity with trends in library technology related to digitization.
* Demonstrated ability and experience in planning and overseeing complex projects, meeting deadlines, and prioritizing work in alignment with the goals of the unit, library, and university.

**About the Library**

The Mary and Jeff Bell Library provides resources and services to assist users with their research and information needs. Over ½ million items are listed in Portal, the online catalog, and many more items are accessible through our electronic resources. Over 280 online databases and 64,000 electronic journals contain scholarly material to assist students in completing research projects or assignments. The Library provides both in-person and virtual reference service, research skills and information literacy instruction, interlibrary loan, a media lab, and over 100 computers for research and coursework. Special Collections and Archives houses a wealth of resources focusing on Corpus Christi, the Coastal Bend, and South Texas.

**About the University**

Texas A&M University-Corpus Christi is a rapidly growing doctoral research university with more than 12,000 students. A Hispanic-Serving Institution on the cultural border with Latin America, TAMU-CC provides a robust campus experience focused on student and faculty success. Located on its own island on the Texas Gulf Coast, the “Island University” was recently recognized as one of the most beautiful coastal campuses in the United States. State-of-the-art classroom and laboratory buildings, support facilities, and recognized faculty strategically position TAMU-CC to achieve its goal of national and international prominence as an emerging research institution.

**About Corpus Christi, TX**

Welcome to Corpus Christi and the Coastal Bend. The location on the Gulf of Mexico makes this a vacation destination for many while providing recreational opportunities such as windsurfing, fishing, and boating. From Buccaneer Days to the Texas Jazz Festival, you'll enjoy many celebrations held in a vibrant downtown, a breathtaking waterfront, sensational seafood, concerts, cultural activities, and professional sports games. Padre Island and Mustang Island are only 15 minutes away from campus. For those who want to relax along miles and miles of sand, Padre Island National Seashore offers more than 130,000 acres of beautiful sandy shores. Located halfway between Houston and Brownsville and only a few hours from San Antonio, Austin, and the beautiful Texas Hill Country, Corpus Christi is close to everything!

**Application Information**

**To be considered for the position, all required documents requested must be submitted.**

TO APPLY: <http://hr.tamucc.edu/Job_Opportunities/>

A completed application will include:

1) A letter of application.

2) A current curriculum vitae.

3.) A list of three professional references including name, address, title, telephone number and email contact information.

The posting will remain open until a finalist has been selected. Applicants are encouraged to apply by December 1, 2018.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution’s verification of credentials and/or other information required by the institution’s procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.