**Archivist (S01260P)**

**Why choose us?**

University of Texas at Arlington Libraries is seeking a strong, diverse candidate pool for this position. The successful candidate will join a culture of diversity which reduces barriers to learning and the pursuit of knowledge, celebrates the University’s student body diversity, and commits to positively impact our culture of inclusion in the UTA Libraries. We are an active partner in UTA’s deep engagement with our vibrant megacity. We welcome new colleagues to strengthen our vibrant mix of staff, reflecting our campus commitment to the [Principles of Community](https://www.uta.edu/strategicplan/plan/poc.php).

**Your job with us…**

The Archivist applies an advanced level of professional skills to all aspects of administration of archival records, manuscript and photograph collections in all formats.

**What you bring…**

Requirements: Master’s degree in library or information science from an ALA-accredited program or a master's degree in archival studies, history, or other closely related field, with a concentration in archival management and theory or the equivalent experience. Computer literate and technologically adept. Proficiency in MS Office Suite, specifically Outlook, Word, and Excel. Proficiency in Windows Operating System and file management.

Preferred: Experience working in a special collections and/or university archives including reference and/or archival processing, arrangement, and description of collection materials.

Membership in the Academy of Certified Archivists. Knowledge of current professional archival theory, standards and best practices and trends in archival administration and preservation of a variety of formats; issues in managing institutional records; and historical research methodology. Experience working with archival management software such as Archivists Toolkit, Archives Space or Archon. Knowledge of descriptive metadata standards including MARC, DACS, and data structure standards relevant to archival control of collection materials including EAD.

**About the University**

The University of Texas at Arlington is a Carnegie Research-1 “highest research activity” institution. With a projected global enrollment of close to 57,000 in AY 2016-17, UTA is the largest institution in The University of Texas System. Guided by its Strategic Plan Bold Solutions | Global Impact, UTA fosters interdisciplinary research within four broad themes: health and the human condition, sustainable urban communities, global environmental impact, and data-driven discovery. UTA was recently cited by U.S. News & World Report as having the second lowest average student debt among U.S. universities. U.S. News & World Report also ranks UTA fifth in the nation for undergraduate diversity. The University is a Hispanic-Serving Institution and is ranked as the top four-year college in Texas for veterans on Military Times’ 2017 Best for Vets list.

**The Community**

Within a 25-mile radius of the center of Arlington is a dynamic community of over 2 million people. The Dallas Cowboys and Texas Rangers call the city home, and their stadiums are in the heart of the entertainment district, which includes the Six Flags Over Texas and Hurricane Harbor theme parks. Arlington is recognized as the entertainment capital of Texas.  Arlington is conveniently located between Dallas and Fort Worth, which feature internationally renowned cultural and arts districts, restaurants, and a vibrant night scene. The nearby Dallas–Fort Worth International Airport is a major hub with nonstop flights to myriad national and international destinations.

**Applications**

Please submit applications at <http://uta.peopleadmin.com/postings/7842> and include a letter of interest, a curriculum vitae, transcript, portfolio or work samples of finding aides, and names and contact information for at least three professional references. This job may close at any time. This is a non-tenure track position.

Finalists will make a formal presentation to Libraries’ staff on a topic to be provided. This position will include non-traditional work hours such as evenings and weekends depending on the needs of the university community.

As an equal employment opportunity and affirmative action employer, it is the policy of The University of Texas at Arlington to promote and ensure equal employment opportunity for all individuals without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability, or veteran status. The University is committed to the Affirmative Action Program in compliance with all government requirements to ensure nondiscrimination. The UTA campus is accessible to persons with disabilities.