Assistant/Associate Librarian, Digital Archivist R-048605

The Mary and Jeff Bell Library at Texas A&M University-Corpus Christi (TAMU-CC) is seeking a Digital Archivist to create access to digital research resources and employs professional standards to continue the development of the Archives’ digital program. This is a non-tenure track position at the rank of Assistant or Associate Librarian. Rank will be determined upon qualifications. The Archivist processes digital collections, provides leadership to ensure the organization and long-term preservation of digitized and born-digital materials, including university records and manuscript collections, and works closely with the Special Collections and Archives Director to provide access to these materials.  The ideal candidate will have a passion for history, digital archival processing and project management experience, strong organizational, planning, and problem-solving skills.

The successful candidate will display an understanding of how to implement principles of good web design and identify emerging web-based technologies that promote user engagement with the library’s website. This librarian will provide advice, training, and support for archive staff involved in the creation of web content and collaborate with the appropriate Library Technology Services staff in designing and maintaining a functional, attractive, and usable website and mobile platform. This librarian will provide batch uploading of archival records, collaborate with Texas Digital Library (TDL) digital collections program and provide and preserve access to web-based content using ArchivesSpace, D-Space, and Omeka.

Responsibilities Include:

* Leads the development of digital asset projects
* Develops, implements, and executes processes enabling appraisal, acquisition, arrangement, description, and preservation of born-digital, and hybrid archive collections using best standards and practices
* Creates and encodes finding aids using *Describing Archives: A Content Standard (DACS),* ArchivesSpace*,* and Encoded Archival Description (EAD)
* Manages online public access and web dissemination platforms including website, DSpace repository, and Omeka
* Partners with and works alongside information technology staff from the library, campus, and Texas Digital Library (TDL) to support the digital collections program; digital collections software and hardware; and library digital initiatives
* Manages the Special Collections department’s web archiving program, including creating and monitoring web crawls with Archive-It, performs quality control checks, and creates descriptive metadata for web content that accords with professional standards
* Works with the Scholarly Communications Librarian to grow and manage scholarly digital collections in the TAMU-CC Repository
* Serves as a subject liaison and participates in subject area collection development, information literacy instruction, student research consultations, and subject guide maintenance
* Increases professional competence through formal or informal study and professional development activities
* Participates in research and scholarly/creative activities and serves on library, university, and/or professional committees

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 the online catalog, and many more items are accessible through our electronic resources. Over 340 online databases and over 150,000 print and electronic journals through subscriptions and full-text databases 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, an I-Create makerspace lab, and over 170 computers for research and coursework. Special Collections and Archives houses a wealth of resources focusing on Corpus Christi, the Coastal Bend, and South Texas.

Texas A&M University-Corpus Christi is a vibrant, Hispanic Serving Doctoral Research Institution that proudly provides a solid academic reputation, renowned faculty, and highly rated degree programs since 1947. The University has a heritage of teaching excellence with innovation in research and community engagement as part of the distinguished Texas A&M System. The only university in the nation located on its own island, at the heart of the Texas Gulf Coast. With palm tree lined pathways throughout the campus, nearby natural wetlands, a scenic hike-and-bike trail and pristine views of the beach and bays, Texas A&M University-Corpus Christi is a first-choice institution.

Required Qualifications:

* Master of Library Science or equivalent from an ALA-accredited program. Degree must be conferred by May 2022.
* One to two years of experience in archives, academic libraries, or higher education institutions using library or archival collections management tools such as Sierra, Alma, Archive Toolkit or ArchivesSpace
* Experience providing and preserving access to web-based content using ArchivesSpace, D-Space, and Omeka or similar tools
* Familiar with HTML to create and develop Web pages
* Knowledge of relevant standards for archival description and preservation including Dublin Core, RDA, DACS, EAD, LCSH, and familiarity with other metadata standards
* Knowledge of born digital processing and the digital curation cycle
* A high degree of technical facility, and the demonstrated ability to learn new technical skills through research and self-study
* Consistent accuracy and attention to detail while maintaining a high level of productivity

Preferred Qualifications:

* One to two years of professional experience
* Supervisory experience
* Instruction experience providing subject-specific information literacy
* Providing or managing social media for a department or organization
* Experience in grant writing

Salary Range: $55,000 - $62,000

TO APPLY: [https://www.tamucc.edu/human-resources/careers/index.php](http://hr.tamucc.edu/Job_Opportunities/index.html)

All required documents must be submitted to be considered for the position.

A completed application will include:

1. A letter of application.

2. A current curriculum vitae.

3. A list of three professional references.

The deadline for applications is Friday, May 20, 2022.

Texas A&M-Corpus Christi is an Equal Opportunity / Affirmative Action / Veterans / Disability Employer.