

Digital Archivist - #001045

J.Y. Joyner Library

East Carolina University

J.Y. Joyner Library, East Carolina University (ECU) seeks a forward-thinking, flexible, enthusiastic, user-focused and energetic individual to fill the faculty position of Digital Archivist within the Special Collections Division. The individual in this position will work with staff of the Library Technology and Collections and Technical Services divisions to ensure the long-term preservation of born-digital materials, including university records; to facilitate the digitization of special collections holdings; and to provide access to the holdings of the Special Collections Division.

Responsibilities: The position reports to the Assistant Director for Special Collections. The Digital Archivist will provide key support to the University Archives and Records Program, other library departments, and appropriate campus units in developing processes for collecting, preserving and providing access to born-digital and other records generated by departments throughout the university; develop procedures for ensuring the long-term preservation of digital materials found in manuscript collections; develop, in collaboration with other staff, internal encoding standards and evaluate software for use in encoding finding aids for archival and manuscript collections; facilitate the division's ongoing implementation of Archivists' Toolkit and coordinate training for staff involved in the creation of EAD finding aids; take action to standardize metadata for legacy finding aids; work to ensure the online accessibility of finding aids through maintenance of and enhancements to the end-user interface and navigation for the EAD repository; work with staff throughout the division to select materials for digitization, taking into account factors such as scholarly impact, fragility of materials, copyright, and privacy; and assist in implementing and maintaining new Web-based services. The Digital Archivist is a member of the Manuscripts and Rare Books Department, but works closely also with staff of the North Carolina Collection and the University Archives. The Digital Archivist will serve on the library's Metadata Advisory Group, which develops guidelines for metadata creation, identifies core elements common to all projects, sets standards for levels of detail and granularity for individual projects and repositories, and serves as consultant to the Metadata Librarian and metadata providers. The Digital Archivist will also participate in the Special Collections Division's public service activities, including instruction and in-house as well as online reference and social media services; some weekend and evening work is required.

Finalists will be asked to make a presentation during the on-campus interview.

Required Qualifications:

- ALA-accredited master's degree or international equivalent in library or information science
- Experience in using EAD and XML
- Knowledge of the principles of archival management
- Experience with digitization projects in a library setting
- Knowledge of two or more metadata schemas, such as Dublin Core, METS, MODS, PREMIS, and TEI
- Familiarity with cataloging standards, in particular DACS and MARC
- Knowledge of digital preservation standards
- Ability to coordinate projects effectively, including organization, prioritization, and goal-setting skills
- Commitment to providing superior user-centered services
- Excellent interpersonal, oral and written communication skills
- Ability to work collaboratively with staff and users

Preferred Qualifications:

- Master's degree in history
- Knowledge of North Carolina history or field related to the holdings of the Special Collections Division

- Experience in providing public service in a special collections setting
- Experience in using social media, including Facebook, to promote library use
- Experience with archival or manuscript processing
- Digitization project management experience
- Certification by the Academy of Certified Archivists
- Knowledge of XHTML and CSS
- Knowledge of issues related to the capture and preservation of electronic records

Academic Library Services: Academic Library Services (ALS) supports the campus community's mission of teaching, research, and service. It holds membership in the Association of Southeastern Research Libraries (ASERL) and is a selective federal depository library. ALS is supported by an operating budget of \$10 million, a materials budget of \$5 million, and a staff of 119, including 43 faculty members. The Library's virtual infrastructure consists of a combination of vendor-based, open source, and locally developed resources using a variety of applications, primarily in a Windows environment. The Special Collections Division includes the Manuscripts and Rare Books Department, the University Archives, and the Verona Joyner Langford North Carolina Collection. The division's East Carolina Manuscript Collection includes more than 5,500 cubic feet of documents, photographs, oral histories, and maps in 1,800 collections. The University Archives contains approximately 7,000 feet of permanent holdings. The North Carolina Collection features books, maps, microforms, periodicals, and other materials pertaining to the state and its people. The J. Edgar Hoover Collection on International Communism, the Rare Book Collection, and the James H. and Virginia Schlobin Literature of the Fantastic Collection provide additional resources for research by students, faculty members, and visiting scholars. The library's Digital Collections repository includes some 100,000 images drawn largely from the holdings of the Special Collections Division. Visit the Library's web site at <http://www.ecu.edu/lib/> for additional information. The Special Collections Division's web site is available at <http://www.ecu.edu/cs-lib/specialcollections.cfm>

ALS recognizes that diversity and respect for human differences within the academy is a key source of intellectual vitality and innovative spirit, and encourages genuine respect for individual backgrounds, lifestyles, experiences, perspectives and opinions. ALS invites candidates from diverse backgrounds who will contribute affirmatively and creatively to the university's multicultural environment. We seek candidates who reflect the rich mix of backgrounds, life experiences, cultures, perspectives and world views found within our university and community.

Located in Greenville, North Carolina, ECU enrolls over 27,000 students. It is a constituent institution of the University of North Carolina and offers 104 bachelor's degree programs, 73 master's degree programs and 38 certificate programs. In addition, it offers 18 doctoral programs (Ph.D., Ed.D.).

The campus is located approximately 80 miles east of Raleigh, and 80 miles west of the Atlantic Ocean. Additional information about ECU is available at <http://www.ecu.edu>.

ECU is a leader in the state in distance learning initiatives and holds Doctoral/Research Universities status as defined by The Carnegie Foundation.

Rank, Salary and Benefits: The initial appointment is a one-year fixed term faculty contract. Minimum salary of \$42,000, with a comprehensive fringe benefits package. Subsequent contract renewal may be fixed term or tenure track depending on university hiring guidelines.

Application Process: Screening of applications will begin **March 4, 2012**, and continue until the position is filled. Start date is negotiable. **All** applicants **must** apply online through ECU's employment website at <http://www.jobs.ecu.edu>.

Additional materials (letter of application; resume; and names and addresses, postal and email, of three current references) can be attached to the application electronically, copies of transcripts may be sent by mail to:

Search Committee
Digital Archivist
Ms. Mary Sweatte, Library Personnel Administrator
2400 Joyner Library, Mail Stop 516
East Carolina University
Greenville, NC 27858-4353

Official transcripts for required degrees must be received prior to any offer of employment. Proper documentation of identity and employability are required at the time of employment. A criminal background report will be completed on the chosen candidate. East Carolina University is an Equal Opportunity/Affirmative Action University that accommodates individuals with disabilities. Individuals requesting accommodation under the Americans with Disabilities Act (ADA) should contact the Department for Disability Support Services at (252) 737-1016 (Voice/TTY).

Academic Library Services is dedicated to sustaining a diverse workforce and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, sexual orientation, or disability.