**Digital Collections Librarian / Archivist - Assistant Professor - University Library**

The University Library of Loyola University New Orleans invites applications for a full time faculty position to begin Fall 2023. The appointment will be made at the level of Assistant Professor, tenure-track.

**Position summary:**

The Digital Collections Librarian/Archivist will be responsible for developing and maintaining digital collections, and participating in the day-to-day work of Special Collections & Archives, including providing reference services and research support, as well as teaching with SCA collections and in the Loyola First Year Seminar program. The Special Collections & Archives team aims to connect our campus community, local communities, and researchers with our collections and facilitate student engagement with primary source materials through instruction and research consultations.

This position requires attention to detail, strong organizational skills, and ability to work both collaboratively and individually. The Digital Collections Librarian/Archivist interacts with students, faculty, staff, and external researchers, and should be comfortable working with and developing relationships across the university community.

Essential duties for the role include: developing and maintaining digital collections; processing/digitization of existing special collections and archives, audiovisual materials, and digital objects; actively contributing to the development of outreach strategies and initiatives, such as outreach to Loyola faculty, staff, and students to increase use and awareness of SCA’s digital collections;serves as a teaching archivist with instructional specialization in primary source literacy across analog and digital media formats; partnering with faculty to develop curricular units or modules about special collections and archives for their classes and/or developing standalone courses as they relate to special collections and archives; serves as a liaison to Art & Art History, Design, Honors, and Theatre Arts and Dance; delivers foundational library instruction for the Loyola Core's First Year Seminar and contributes to library's virtual reference service by filling assigned weekly shifts. Other duties include working with the SCA team to provide reference and research support across SCA collections, developing online and/or on-site exhibits, processing collections, creating or remediating finding aids, supervising and mentoring student employees and interns.

The University Library seeks to become a leader in the practice of social justice at the university, and is committed to building a team that reflects the diversity of the student body and the broader communities of New Orleans in our faculty and staff. We particularly encourage applications from candidates with experience working in/with historically marginalized groups, or knowledge of best practices in advocating for and supporting historically underrepresented groups in libraries, archives, museums, or other information settings.

**Qualifications**

* Master of Library Science degree from an American Library Association-accredited school with a focus in archival studies or with archivist certification (CA).
* Experience with digital initiatives and digital library projects, including experience with digital collection management software, content development/management strategies, and best practices in digital preservation.  Equivalent combination of coursework and experience may be considered.
* Experience in stewarding digital collections in an academic library, museum, or archival context. May include internships and/or fieldwork.
* Demonstrated knowledge of archival theory, best practices, and standards as they relate to the processing and management of born-digital and digitized archival collections.
* Knowledge of copyright standards and digital rights management for primary sources for research and publication purposes.
* Familiarity with and interest in information literacy and instruction.
* Strong commitment to and/or experience in developing/designing responsive and innovative information services; ability to balance varied responsibilities; demonstrated ability to work in an active learning environment and juggle multiple tasks.
* Excellent interpersonal skills and ability to work effectively and cooperatively with faculty, staff, students, and researchers.
* Demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so.

**Additional consideration will be given to candidates with experience in the following:**

* Working in a library or archive, preferably in an academic setting.
* Significant coursework and/or professional development across archival contexts
* Experience producing DACS-compliant finding aids.
* Experience with Omeka, Islandora, and/or ArchiveSpace/Archon.
* Knowledge of digital library assessment and analytics; experience with Google Analytics preferred.

The position start date is August 1, 2023.

**Salary: $52,000**

**About Us:** Loyola University’s J. Edgar & Louise S. Monroe library is located on a beautiful urban campus in uptown New Orleans, facing Audubon Park. Loyola University is a private, Catholic institution that emphasizes the Jesuit tradition of contributing to the education of the whole person.

**Applications:** Candidates should submit a letter of application, curriculum vitae, and the names and contact information of three references. To receive full consideration, applications must be received by the end of business, May 15, 2023. Please visit <https://www.governmentjobs.com/careers/loyno> to submit applications. Contact [panugent@loyno.edu](mailto:panugent@loyno.edu) with any questions about the application process.