**Position Title**: Library- Assistant Professor/Head of Special Collections

**Department**: Library

**Responsibilities**:  
The Head of Special Collections/Assistant Professor, a tenure-track position, reports to the Assistant Dean for Technical Services. The position manages and supervises the University Archives and Acadiana Manuscripts Collection (UAAMC), special digital collections, Louisiana Collection, and Rare Book Collection. Responsible for personnel, including a digitization archivist, a reference archivist, and 3 support staff. Responsible for acquiring, processing, describing, and providing reference service to the collections. Plan and implement outreach programs to the university community and under-represented communities in Acadiana soliciting manuscript collections. Develop and oversee an ongoing oral history program for both the Acadiana community and the University. Develop a plan for the conversion of analog holdings to digital formats. Seek grant funds to support Special Collections. Collaborate on the implementation of an institutional repository. Requires scholarship and participation in professional organizations, as well as service to the Library, University, and community. The incumbent is expected to demonstrate initiative and to assume a strong leadership position in establishing sound procedures for all operations of the department

**Qualifications:**

**Required**: Master’s degree in Library and Information Science from an ALA-accredited institution. Additional coursework in history and archives management. Three years progressively responsible professional experience or demonstrated familiarity with professionally accepted library and/or archival standards of classification. Knowledge of content management systems. Must be service-oriented, self-motivated, and able to work successfully in a collegial environment, both independently and as part of a team. Must possess excellent interpersonal, oral and written, analytical, and organization skills and be able to communicate and collaborate effectively with other library and university departments. Successful candidates must be committed to working effectively with diverse student populations. Applicants are expected to describe their commitment to fostering a diverse educational environment through their research, teaching, and/or service activities.

**Desired**: PhD or second masters in history or related field. CA credentials. Understanding of trends affecting special collections, archives, and materials in digital and electronic formats; knowledge of professional records management principles and practices. Demonstrated ability to learn and master new and legacy systems quickly. Knowledge of trends and issues in higher education including digitization and institutional repositories in an academic environment. Demonstrated skills at successful oral presentations, in training or in public settings.

**Applications:**

Letter of application, résumé, and the names and contact information of five references must be received at the University of Louisiana at Lafayette and should be directed to:

Dr. Charles W. Triche, III

Dean of University Libraries

University of Louisiana at Lafayette

PO Box 40199

Lafayette, Louisiana 70504 or ctriche@louisiana.edu

The review process will continue until the position is filled. The University of Louisiana at Lafayette is dedicated to the goal of building a diverse faculty committed to teaching and working in a multicultural environment. Women, minorities, and individuals with disabilities are strongly encouraged to apply.