**Job Advertisement:**

**Assistant Archivist, Northwestern State University (Search Reopened)**

Salary $45,000 for twelve months

Tenure Track Positions

Watson Library, Northwestern State University, is seeking an Assistant Archivist to work in the Cammie G. Henry Research under the supervision of an ACA Certified Head Archivist. Duties include providing assistance to a diverse population of researchers including high school and college students, faculty, staff, and the general public in searching through manuscripts, books, photographs, serials, maps and newspapers in various formats. Additional duties including processing collections, preparing materials for relational databases, providing online access to materials, participate in professional development activities, supervise and train student workers, curate exhibits, represent the archives at appropriate university and community functions, work with other library departments, and meet tenure-track requirements, and other duties as assigned. Must be able to lift and move 40lb boxes. Some night and weekend hours are required in both the archives and other library departments if necessary.

Requirements:

* American Library Association accredited master degree with concentration in archives management or archival equivalent
* Experience in processing archival and manuscripts collections
* Basic computer skills such as Microsoft Office, Word, Excel, etc.
* Service oriented philosophy
* Ability to work and communicate with faculty, students, and staff
* Scholarly and professional competence

Preferred:

* Certification from the Academy of Certified Archivists
* Archival Experience in academic setting
* Training in MARC, EAD, DACS, and other processing standards
* Reading knowledge of French or Spanish languages

Please send a letter of application, resume, and the names and contact information for three references to Abbie Landry, Director of Libraries, Eugene P. Watson Memorial Library, Northwestern State University of Louisiana, Natchitoches, LA 71497 or email [Landry@nsula.edu](mailto:Landry@nsula.edu)

**Deadline for applications June 23, 2017**

DESCRIPTION OF THE ARCHIVES: The Cammie G. Henry Research Center collections contain Louisiana books, rare books, archival materials, the NSU Archives, microfilm, maps, newspapers, and oral history tapes. The Research Center is named after Cammie G. Henry of Melrose, Louisiana who collected documents and books of rare fictional and non-fictional works. After the sale of the Henry home, her manuscript collection was donated to Northwestern State University and named the Melrose Collection. This collection, our largest, serves as the core of our holdings. It focuses on the rich cultural, historical, and literary heritage of Louisiana in general, and Natchitoches in particular. Other collections share similar strengths. Our resources offer a wealth of opportunities for scholars. Focusing on Louisiana History, documents range in date from the founding of Natchitoches in the early 1700's to the present.

DESCRIPTION OF THE WATSON LIBRARY: The library has a total of 23 staff members including 6 tenure-track faculty employees and 5 library associates. The library has an online catalog and participates in a statewide consortium, LOUIS. The collection includes more than 350,000 bound volumes, over 480,000 government documents, and more than 650,000 microform equivalents. The building, completed and occupied in 1972, consists of three floors with about 94,000 square feet of space.

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, and veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX):

Employees/Potential Employees - Veronica M. Biscoe, EEO Officer (318-357-6359)

Students - Frances Conine, Dean of Students (318-357-5286)

For Americans with Disabilities Act (ADA) concerns, contact the Disability Support and Tutoring Director, Catherine Faucheaux, at 318-357-4460.