**Academic Vacancy**

**Instructor of Library Science/Digitization Archivist**

**Req313**

**Description:**

The Digitization Archivist/Instructor position reports to the Head of Special Collections. This non-tenured position will select, prepare, and oversee digitization projects to increase the accessibility of the holdings of the University Archives and Acadiana Manuscripts Collection (UAAMC), Louisiana Collection, and Rare Book Collection. Acquire, process, and preserve collections in digital format. Develop a plan for the conversion of analog holdings to digital formats.

Work on the implementation of an institutional repository for UL Lafayette. Plan, develop, implement, and document all aspects of the records management program at the university.

Provide reference service to the collections. Prepare online exhibits utilizing the collections’ holdings. Create online finding aids. Assist in processing manuscript collections and University archives. Seek grant funds to support the work of UAAMC. Participate on library and university committees.

Starting Salary: $45,000

The University Library has a faculty of 18 and a support staff of 38. Additional information about the Library is available on the Library's web site at [https://library.louisiana.edu](https://library.louisiana.edu/).

The work may require standing for long periods; lifting and moving library materials weighing 25 to 50 lbs.; pushing carts up to 100-300 lbs.; and stepping on and off a step stool.

**QUALIFICATIONS:**

**Required:** Master’s degree in Library and Information Science from an ALA-accredited institution, or significant progress towards an MLIS degree from an ALA-accredited program. Knowledge of digitization processes, metadata creation, and digital content management systems. 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:** Additional coursework in archives management. Knowledge of professional records management principles and practices. Demonstrated ability to learn and master new and legacy systems quickly. 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.

**Applications:**

When applying, please include letter of application, résumé, and the names and contact information of three references. Please apply using the University of Louisiana at Lafayette’s career site: <https://louisiana.csod.com/ats/careersite/JobDetails.aspx?site=1&id=313>

We will begin reviewing materials in May 2018, and will continue until the position is filled.

Anticipated Start Date: June 1, 2018