

## **Loyola University New Orleans - J. Edgar & Louise S. Monroe Library**

### **Position: Digital Collections Librarian/Archivist - Extraordinary Assistant Professor - University Library**

The Loyola University New Orleans Monroe Library invites applications for a faculty position to begin Fall 2021. The appointment will be made at the level of Extraordinary Assistant Professor (One-year appointment, non-tenure track).

#### **Position summary:**

The Digital Collections Librarian/Archivist will develop and maintain digital collections, assist in the day-to-day work of Special Collections & Archives, engage in teaching with archival collections, serve as a liaison to one or more academic departments or centers, and participate in the library instruction program.

#### **Qualifications:**

- Master of Library Science degree from an American Library Association accredited school.
- Experience with digital initiatives and digital library projects, including experience with digital collection management software. Equivalent combination of coursework and experience may be considered.
- Experience in an academic library, museum or archives. May include internships and/or fieldwork.
- Demonstrated knowledge of archival theory, best practices, and standards as they relate to the processing and management of digital and archival collections.
- Knowledge of copyright standards and digital rights management for primary sources.
- Familiarity with and interest in information literacy and instruction.
- Strong commitment to responsive and innovative service; 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.

#### **Additional Desirable Qualifications**

- Significant coursework and/or professional development in digital archives.
- 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.

**Applications:** Candidates should submit a letter of application, curriculum vitae, and the names and contact information of three references via email to: [panugent@loyno.edu](mailto:panugent@loyno.edu).

Attn: Digital Collections Librarian/Archivist Search Committee

Patricia Nugent, Special Collections & Archives Coordinator/Associate Professor, search committee chair

To receive full consideration, applications must be received by end of business, Monday, June 21, 2021.

Loyola offers an excellent [benefits package](#) including generous tuition benefits for full-time faculty members and their dependents. Please complete our [EEO Inquiry Form](#) when applying for any positions and e-mail to [eeo@loyno.edu](mailto:eeo@loyno.edu).

For more information, please visit: <http://finance.loyno.edu/human-resources/faculty-employment-opportunities>

**About Us:** [Loyola University's J. Edgar & Louise S. Monroe library](#) is located on a beautiful campus in uptown New Orleans, facing Audubon Park and the historic streetcar line. Loyola University is a Catholic institution that emphasizes the Jesuit tradition of contributing to the liberal education of the whole person.