

University Archivist & Special Collections Registrar - Assistant Professor - University Library

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

Position summary:

The University Archivist & Special Collections Registrar will be responsible for developing and maintaining collections in the University Archives, creating, organizing and maintaining all records and documentation relating to the collections, and participating in the day-to-day work of Special Collections & Archives, including providing reference services and research support, as well as teaching and instruction 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 University Archivist/Registrar 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 managing collection development for the University Archives, facilitating access and managing reference requests for University Archives materials, and providing or working with faculty to develop instruction using primary sources and materials from Special Collections and Archives. Registrar duties include developing, organizing, and maintaining records of collections, and handling supplies for collection care and storage. 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, and contributing to digitization/digital projects.

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 Information Science degree from an American Library Association accredited school, including coursework in archives, records management, preservation, and/or experience in working with and stewarding digital materials.
- Knowledge of archival organization and descriptive standards (such as DACS, Dublin Core, EAD, LCSH, AAT).
- Excellent interpersonal communication and writing skills, with clear evidence of ability to interact effectively and cooperatively with colleagues and patrons; ability to work productively in a team environment.
- Computer skills in an online, multi-tasking environment; comfortable using productivity platforms like Microsoft 365 and Google Workspace.
- High degree of accuracy and focus concerning complex, detailed work.
- Collaborative and creative problem-solving ability.
- Ability to manage multiple projects in a time-sensitive environment.
- Familiarity with and interest in information literacy and instruction and/or primary source literacy instruction.

- 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.
- Conservation and preservation work, including making custom enclosures.
- Collection management and digital content management systems (such as ArchivesSpace, Islandora, Omeka, etc.).
- Working with institutional archives or records management.
- Updating/maintaining basic web pages, social media, and basic image editing.
- Certification by the Academy of Certified Archivists or willingness to become certified.

Salary: \$53,900

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 and the historic streetcar line. Loyola University is a 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 via email to: archives@loyno.edu.