San José State University
San José, California

ANNOUNCEMENT OF POSITION AVAILABILITY
Subject to Budgetary Approval

Specialization: Head of Special Collections & Archives

Job Opening ID (JOID): 24084

Rank: Associate Librarian (Tenured or Tenure-track, 12-month faculty appointment)

Required Qualifications:
- Master’s degree in library science or equivalent (MSLS, MLIS, MALS etc.) from a library school program accredited by the American Library Association
- Minimum of five years of academic library experience in a large academic library.
- Demonstrated experience managing the operations of special collections and archives.
- Demonstrated experience in using digital technology in archival and special collections.
- Demonstrated experience serving diverse populations.
- Excellent oral and written communication skills and interpersonal skills.
- Demonstrated experience working collaboratively with faculty and other professionals to develop programs to showcase special collections, promote the research use of special collections, and enrich the curricular and scholarly use of special collections.
- Experience with library-related information technology, mark-up languages, and web page design including digital imaging and website development.
- Experience successfully leading, mentoring, and training SC&A staff, interns and student assistants.
- Demonstrated knowledge of intellectual property and copyright issues associated with print and digital collections.
- Demonstrated experience in or commitment to developing and preserving digital research in the humanities and/or sciences.
- Record of scholarship in peer-reviewed publications, participation in professional association activities or other professional achievements sufficient to meet the criteria for appointment at the Associate Librarian rank.

Preferred Qualifications:
- Experience installing or managing the installation of exhibits.
- An advanced degree in addition to the Master’s.
- Familiarity with Archivist Toolkit, ArchivesSpace, ContentDM, Dublin Core/METS/MODS.
- Record of research in special collections and archives.

Responsibilities:
This tenure-track library faculty position is a member of the university library leadership team and reports directly to the Associate Dean, Research and Scholarship. The HSCA collaborates with academic department faculty, librarian liaisons, other special collection units, library staff, and the general community. The HSCA oversees all research, reference services, instructional services, community outreach, programming and exhibits. In collaboration with the Library Dean and the Library Development Officer, the HSCA markets the collections and services of special collections to prospective donors of collections and other gifts and endowments. In addition, the HSCA submits grant proposals to agencies and foundations offering opportunities to enhance and further develop the special collections of the University. The HSCA manages and supervises the acquisition, processing and digitization of collections in close collaboration with information technology and technical services. Currently the staff in Special Collections consists of 1 full-time library services specialist, occasional part-time project archivists, and part-time student assistants and interns.

Salary Range: Commensurate with qualifications and experience.

Starting Date: August 2017 preferred (actual date negotiable)
Eligibility: Employment is contingent upon proof of eligibility to work in the United States.

Application Procedures: For full consideration, send a letter of application, curriculum vitae, statement of interests/philosophy and research plans, and at least three names of reference with contact information by June 15th, 2017 to apply.interfolio.com/41630. Please include Job Opening ID (JOID) on all correspondence.

Please note: Three letters of reference will be required for applicants invited to on-site interviews. Letters of reference must be received prior to applicant's on-site interview date. Official copy of transcripts will be required at a later date as well.

Tracy Elliott, Dean, University Library, invites you to contact us with your questions at (408) 808-2080 or via email at library-jobs@sjsu.edu. Please visit our websites at http://www.sjsu.edu and library.sjsu.edu. For information on faculty retention, tenure and promotion, see the SJSU Academic Senate policies S15-7 & S15-8 at http://www.sjsu.edu senate/policies/pol chron/

The Dr. Martin Luther King, Jr. Library, located in the heart of Silicon Valley, is a unique partnership between the San José State University and the San José Public Library. This facility uses a merged service model to support the lifelong learning needs of academic and public library users. The University Library’s strategic plan is to build a digital library which will “aggressively increase access, creation, and use of digital collections,” and “will creatively utilize innovative technologies to provide the University and the broader community with a 21st century library environment, both physical and digital.”

The Library seeks a dynamic and visionary leader for the position of Head of Special Collections & Archives (HSCA). The HSCA will play a leadership role in an innovative, service-oriented, and collaborative environment to build and manage high quality special collections and archives and develop services that promote the use of these special collections to students, faculty, scholars, and researchers. The University Special Collections and Archives unit is one of four unique special collection units in a highly visible shared suite of the library. The HSCA works closely and cooperatively with the Beethoven Center, the Steinbeck Center, the California Room, the Sourisseau Academy, the Cultural Heritage Center (Africana, Asian American and Chicano Collections), and community partners.

Description of Special Collections & Archives:
The HSCA acquires, maintains, preserves, and provides access to and discovery of rich collections of rare books, photographs, artworks, political papers, digital objects, and university archival materials. These include fine press books, historical periodicals, historical photographs, manuscripts, graphic art, and audio/video materials. The archival collections date from 1862 to the present and include congressional papers, papers of prominent political figures, organizational records, personal and family papers, and community collections. Some of the notable archives currently being processed are the Flaherty (John M.) Collection, Japanese Internment Records, Secretary Norman Y. Mineta Papers, and the Irene Dalis Papers. The rare book collections encompass incunabula, foreign language imprints, pop-up books, and books documenting California and the West. More information is available at http://libguides.sjsu.edu/specialcollections.

San José State University is California’s oldest institution of public higher learning. The campus is located on the southern end of San Francisco Bay in downtown San José (Pop. 1,000,000), hub of the world-famous Silicon Valley high-technology research and development center. Many of California’s most popular national, recreational, and cultural attractions are nearby. A member of the 23-campus California State University (CSU) system, San José State University enrolls approximately 33,000 students, a significant percentage of whom are members of minority groups. The Library – and the University of which it is a part - is committed to increasing the diversity of its faculty so our community can benefit from multiple perspectives.

San José State University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. This policy applies to all San José State University students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose. Note that all San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University’s annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the University Police Department website at (http://www.sjsu.edu/police.)