San José State University - San José, California

ANNOUNCEMENT OF POSITION AVAILABILITY

Subject to Budgetary Approval

Specialization: University Archivist
Job Opening ID (JOID): 24809
Rank: Senior Assistant Librarian, Tenure-track

The Dr. Martin Luther King, Jr. Library at San José State University (SJSU) seeks a dynamic and visionary individual for the position of a tenure-track University Archivist. The University Archivist reports to the Director of Special Collections and Archives and is responsible for developing and maintaining a University Archives on the oldest public university campus in California. The University Archivist will create and implement a records management program to advance the Department’s mission to collect institutional records that document the history and culture of SJSU, from its origins as the first State Normal School in 1857 to the present. As a faculty member, the candidate participates in the library liaison program and engages in library and university governance and scholarship, which includes research, scholarly, and creative activities required for tenure and promotion.

Responsibilities:
- Identify, select, and acquire SJSU archival collections, faculty papers, and institutional records of enduring value
- Collaborate with records creators (e.g., SJSU departments, divisions, administrations) in developing policies and procedures for the creation, utilization, maintenance, retention, preservation, and disposition of university records
- Prioritize and oversee the arrangement and description of archival collections in physical and digital formats, including supervision of student work
- Promote visibility and usage of collections through instruction, outreach, public presentations, tours, exhibitions, and publications
- Provide reference services through a variety of formats to facilitate on- and off-site research
- Builds a record of progressive scholarly and professional achievement to fulfill the University requirement of retention, tenure and promotion
- Participates in the library liaison program
- Candidate must demonstrate awareness and experience understanding the needs of a student population of great diversity – in age, cultural background, ethnicity, primary language and academic preparation – through course materials, teaching strategies and advisement.

Required Qualifications:
- Master's degree from an ALA accredited program or equivalent is required at time of appointment
- Formal coursework or training in archival management and theory
- Demonstrated knowledge of current national archival and descriptive standards and best practices, such as EAD and DACS
- Demonstrated experience in archival appraisal, selection, arrangement and description, reference, and outreach activities
- Ability to maintain an awareness of current developments, trends, and emerging technologies in archives and special collections
- Ability to stay current on topics that intersect with special collections and archives, including privacy, confidentiality, and copyright
- Excellent project management skills
- Excellent interpersonal and collaborative skills
- Familiarity with born-digital materials and electronic records
- Applicants should have awareness of and sensitivity to educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching and other comparable experience

Preferred Qualifications:
- Successful experience in accessioning, appraising, arranging, describing, and preserving archival collections and preparing finding aids of varying size and complexity
• Successful experience in processing, standardizing, and maintaining print and digital records
• Record of scholarship in peer-reviewed publications, participation in professional association activities, or other professional achievements sufficient to meet the criteria for appointment
• Experience serving as a liaison librarian
• Experience supervising training student assistants and interns
• Experience with ArchivesSpace and other library-related information technology and web design
• Archival certification

Salary Range: Commensurate with qualifications and experience.

Starting Date: Spring 2019/Summer 2019

Eligibility: Employment is contingent upon proof of eligibility to work in the United States.

Application Procedures: For full consideration, upload a.) a letter of interest, b.) Curriculum vitae, c.) research plan, and d.) A list of three (3) professional references with contact information by December 14, 2018 to http://apply.interfolio.com/57198. Please note: Original transcripts of terminal degree will be required of applicants invited to an on-site interview. Three (3) letters of recommendation will be required for appointment.

This position will remain open until filled. Please include Job Opening ID (JOID) on all correspondence.

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 at San José State University is recognized as an innovative shared facility combining a large academic library (with a collection of over one million items) and a major downtown 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.”

This position is an excellent opportunity for scholars interested in a career at an institution that is a national leader in graduating URM students. San José State University has achieved HSI (Hispanic Serving Institution) and AANAPISI (Asian American and Native American Pacific Islander Serving Institution) designation; 40% of our student population are first-generation students and 38% are Pell-qualified. As a result, the university is ranked fourth nationally in increasing student upward mobility.

San José State University is California’s oldest public institution of 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 conveniently close. A member of the 23-campus California State University (CSU) system, San José State University enrolls approximately 35,000 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 disciplines, students, and the community can benefit from multiple ethnic and gender 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).