Faculty Position Guide

Job Title: Archivist
Department Name: The Texas Collection
Rank: Academic Professional
Reports to: Director of The Texas Collection

Supports the mission of the university by:
Providing access and serving as a champion for documents, records, and other materials of enduring historic value.

General Description:
The Archivist will office in The Texas Collection, the world’s largest privately held Texana collection and home of the Baylor University Archives. The Archivist is expected to process collections to archival standards, provide exceptional public assistance, and participate in professional organizations at the state, regional, and national levels. The candidate is expected to serve on university committees and be an active member of the Baylor University community. This position is flexible and the Archivist may be expected to assist other Baylor University Special Collections as needed.

Specific Duties and Responsibilities:
- Assist with processing, preservation, and digitization of documents and records of enduring value, with flexibility to assist other Baylor University Special Libraries as needed
- Create finding aids using DACS and keep abreast of national archival standards
- Provide outstanding reference service to users as part of a dynamic service-oriented team
- Identify archival resources for digitization and coordinate with colleagues in the Library and Academic Technology Services (LATS) to implement digitization projects
- Actively promote the use of special collection materials by faculty and students
- Work collaboratively and creatively with library faculty and staff on assigned projects
- Participate in appropriate professional archival and library organizations and meet Baylor University expectations for scholarship and service
- Participate in the academic library community through research, presentations, and writing on topics related to the areas of responsibility
- Assist with outreach in all areas including social media
- Assist with monitoring the reading room
- Provide support with training and supervising undergraduate and graduate student assistants
- Perform other duties as assigned

Required Job Qualifications:
- Master’s degree in library/information science from an ALA-accredited institution with a concentration in archives
- Demonstrated knowledge of archival theory, trends, standards, and practices and a basic knowledge of preservation techniques
- 2-3 years of experience working in a special collection with an emphasis on processing collections (graduate internships or capstone projects count toward processing requirement) and reference services
- Ability to work independently and collaboratively to complete projects within an established time frame
- Excellent oral and written skills
- Supervisory experience

**Desired Job Qualifications:**
- Certified Archivist
- Experience with Archive Management software: CuadraSTAR, Archive-It, etc.

**Equipment Required:**
- All standard office technology in use today
- Experience using Microsoft Office and other standard software

**Physical Standards:**
- Ability to sit for prolonged periods of time
- Ability to access all areas of the library with minimum accommodation
- Ability to communicate with library patrons, faculty, and staff orally and in written form
- Ability to lift items weighing 40 pounds or less with minimum accommodation
- Ability to identify, create, and update information on a computer monitor with minimal accommodation