



Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

Job Posting

JOB TITLE: Assistant Head, Archives Research Center
www.auctr.edu

The Robert W. Woodruff Library of the Atlanta University Center is an organization undergoing dynamic transformation and is poised for excellence. Our uniqueness among academic libraries is our service to four historically black institutions in the Atlanta University Center – Clark Atlanta University, Morehouse College, Spelman College, and the Interdenominational Theological Center. The Library serves nearly 10,000 undergraduate and graduate students and has a collection of 1 million items in various formats including a special collections and archives department rich in African American materials. The Library is a member of ARCHE, SOLINET, OCLC, HBCU Library Alliance, and a participant of the Georgia state network, GALILEO

The Robert W. Woodruff Library of the Atlanta University seeks an energetic, experienced, service oriented individual to serve as Assistant Head, Archives and Research Center. Reporting to Library's Head, Archives Research Center the Assistant Head, Archives Research Center is responsible for the physical and intellectual control of the university archives through appraisal, arrangement, description, and creation of finding aids; supervision of processing and digitization projects and staff; and assistance in the provision of reference and instructional services. In the absence of the department head provides oversight and coordination of daily services and operations. Participates in evening and week-end rotations.

Requirements:

- Accredited graduate degree in an appropriate discipline (Archives Management and/or Library and Information Science).
- Formal archival training or certification as an archivist
- Minimum of two years processing experience
- Experience in project management and supervision
- Demonstrated knowledge and experience with current trends, technology, standards, and practices of archives management in academic libraries
- Demonstrated understanding of digitization efforts and knowledge of digital formats and standards including XML, EAD and Dublin Core
- Evidence of scholarship and/or professional activity
- Demonstrated commitment to working in a culturally diverse environment
- Excellent oral and written communication skills
- Excellent organizational and analytical skills

- Experience with grant writing desirable

SALARY

Salary commensurate with experience

APPLICATION PROCEDURE:

Interested applicants should submit a letter of application and resume online to the Human Resources Department at careers@auctr.edu. Please include three professional references and salary requirements. This position will remain open until filled.

The Robert W. Woodruff Library is an Equal Opportunity Employer. To learn more about our Library and to view the full job description visit us online at www.auctr.edu.