

Program Head
University of Idaho

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Job Title	Program Head
Department	General Library
Institution	University of Idaho Moscow, Idaho
Date Posted	Jul. 9, 2018
Application Deadline	8/9/2018
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Library Services
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Job Description	

University of Idaho

Program Head

Location: Moscow

Division/College: General Library (Div)

Employee Category: Faculty

Pay Range: Salary commensurate with experience and market

Full/Part Time: Full Time

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Position Summary:

UNIVERSITY OF IDAHO LIBRARY: HEAD, SPECIAL COLLECTIONS AND ARCHIVES

Faculty status, rank negotiable, 12-month appointment. This position offers the successful candidate an excellent career opportunity as a university faculty member and academic librarian.

The University of Idaho Special Collections and Archives specializes in the acquisitions, preservation, and use of research materials that document the cultural and environmental history of Idaho and the region. It is also the home of the International Jazz Collections and the University Archives. The collection contains manuscripts, recordings, photographs, maps, monographs, and some artifacts.

The successful candidate will provide energetic leadership and direction for department activities. Using state-of-the-art and traditional practices in developing, preserving, and making accessible special collections, the incumbent will partner with colleagues and the community to spearhead a clear vision for special collections and archives at the university. This role will include building successful relationships throughout the state and region to ensure a well-articulated program for acquiring and managing unique materials in all formats. The incumbent will supervise a staff of four, engage in programming, research, reference services, collection development, and will work productively with the Dean, University Libraries to pursue donor relationships and funding opportunities. Faculty must demonstrate a record of scholarly achievement, outreach, and service, as well as success in job performance for tenure and promotion.

Minimum Qualifications:

Graduate degree in library science from an ALA-accredited institution or equivalent.

Three or more years experience in archives or special collections in a university setting.

Evidence of a broad knowledge of best practices in special collections and archives administration.

Excellent oral, interpersonal, and written communication skills.

Demonstrated ability to work in collaborative work situations. Ability to work effectively, independently, and collaboratively in a collegial environment.

Ability to meet requirements for promotion and tenure.

Preferred Qualifications:

An additional graduate or terminal degree in an appropriate discipline (Librarianship, History, Archives Management, or related area).

Progressively responsible roles in special collections or archives.

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Supervisory experience and an inclusive, participatory management approach.
Demonstrated understanding of digitization efforts and knowledge of digital formats, data management, and metadata schema; working knowledge of EAD; Successful experience with donor cultivation;
Curatorial skills and thorough understanding of archival practice. Experience with public programming and exhibits.

Ability to manage competing priorities and meet deadlines.

Successful grantsmanship.

Physical Requirements & Working Conditions:

Ability to lift and/or otherwise carry 35 lbs. Ability to work in a dust and/or moldy environment.

Posting Number: F000702P

Posting Date: 07/06/2018

Closing Date: 8/9/2018

Open Until Filled: No

Special Instructions:

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [url=http://apptrkr.com/1253946]jobs.uidaho.edu

EEO Statement

University of Idaho is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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