



# ACADEMIC VACANCY

**POSITION: Head of Archives/Assistant Professor of Library Science - Tenure-track  
EEO# LB 3-16**

## **RESPONSIBILITIES:**

The Head of Archives/Assistant Professor position reports to the Assistant Dean for Technical Services. The position will manage the University Archives and Acadiana Manuscripts Collection (UAAMC), Louisiana Collection, and Rare Book Collection. Responsible for acquiring, processing, describing, and providing reference service to the collections. Responsible for recruiting, scheduling, training, supervising, mentoring, and evaluating digitization archivist, reference archivist, and 3 support staff. Prepare online exhibits. Plan and implement outreach programs to the university community and under-represented communities in Acadiana soliciting manuscript collections. Develop and oversee an ongoing oral history program for both the Acadiana community and the University. Develop a plan for the conversion of analog holdings to digital formats. Seek grant funds to support the work of UAAMC. Work on the implementation of an Institutional Repository for UL Lafayette. This tenure track position requires scholarship and participation in professional organizations, as well as service to the Library, University, and community. Conduct writing and research on scholarly topics; Present or publish articles related to academic libraries, research or other academic topics; Participate in professional development activities; Establish a pattern of leadership on the regional and national level through committee work or organizations. Work on committees or advisory boards at the library and university level; Conduct workshops for faculty and staff on library-related topics; Be active in the community through volunteering. The position demands administrative and bibliographic skills as well as the ability to communicate effectively with faculty and staff. The incumbent is expected to demonstrate initiative and to assume a strong leadership position in establishing sound procedures for all operations of the department.

## **QUALIFICATIONS:**

**Required:** Master's degree in Library and Information Science from an ALA-accredited institution. Additional coursework in history and archives management. Three years progressively responsible professional experience or demonstrated familiarity with professionally accepted library and/or archival standards of classification, indexing and cataloging, and knowledge of automated records storage and retrieval systems. Knowledge of professional records management principles and practices. Demonstrated ability to learn and master new and legacy systems quickly. Knowledge of trends and issues in higher education including digitization and institutional repositories in an academic environment. Must possess excellent interpersonal, oral and written, analytical, and organization skills and be able to communicate and collaborate effectively with other library and university departments. Successful candidates must be committed to working effectively with diverse student populations. Applicants are expected to describe their commitment to fostering a diverse educational environment through their research, teaching, and/or service activities.

**Desired:** PhD or second masters in history or related field. CA credentials. Understanding of trends affecting special collections, archives, and materials in digital and electronic formats; understanding of scholarly communication and publishing; experience working with research and/or teaching faculty, librarians, students and support staff as well as administrators in an academic setting. Knowledge of professional standards for creating and maintaining a Trusted Digital Repository. Demonstrated skills at successful oral presentations, in training or in public settings.

## **UNIVERSITY AND COMMUNITY:**

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

The University Library has a faculty of 18 and a support staff of 36. Additional information about the Library is available on the Library's webpage at <http://library.louisiana.edu>.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

**SALARY:** Commensurate with experience. Appointment with faculty rank, status, and benefits demanding a strong commitment to scholarly research.

**STARTING DATE:** Negotiable, but anticipated for January 1, 2018.

**APPLICATIONS:**

Letter of application, résumé, and the names and contact information of five references must be received at the University of Louisiana at Lafayette by November 1, 2017, and should be directed to:

Dr. Charles W. Triche, III  
Dean of University Libraries  
University of Louisiana at Lafayette  
PO Box 40199  
Lafayette, Louisiana 70504 or [ctriche@louisiana.edu](mailto:ctriche@louisiana.edu)

The review process will continue until the position is filled. The University of Louisiana at Lafayette is dedicated to the goal of building a diverse faculty committed to teaching and working in a multicultural environment. Women, minorities, and individuals with disabilities are strongly encouraged to apply.

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>