



ACADEMIC VACANCY

POSITION: Reference Archivist/Instructor of Library Science - Non-tenured
EEO# LB 5-16

RESPONSIBILITIES:

The Reference Archivist/Instructor of Library Science position reports to the Head of Archives. The position will provide reference assistance to individuals and groups in identifying and using materials in Special Collections, including the University Archives and Acadiana Manuscripts Collection (UAAMC), Louisiana Collection, and Rare Book Collection; staff the Reading Room reference desk as needed and assigned, including some evening and weekend hours; provide reference service to offsite researchers via email and phone. Instruct students, faculty, staff and visiting researchers in the resources available in Special Collections, including how to identify particular resources and their proper use and handling. Plan and lead outreach sessions for faculty, staff and students, as well as community groups in the Acadiana area; participate in programming, planning and assessment activities related to Special Collections; lead efforts to publicize the department's collections and activities to the University and broader communities. Curate exhibits in the Reading Room; manage the Louisiana Documents collection and coordinate the University's participation in the state documents depository program; assist in processing manuscript collections and University archives; create online finding aids; contribute to the development, implementation and documentation of policies and procedures for Special Collections with emphasis on reference and outreach services. Participate in collaborative programs and services within the library and archives fields at the local state, regional, national and/or international levels in advancement of Special Collections and Dupré Library's services, collections and programs; maintain up-to-date professional knowledge and skills in areas related to primary job assignment; maintains general knowledge of current trends in higher education, academic libraries and information and educational technology.

QUALIFICATIONS:

Required: Master's degree in Library and Information Science from an ALA-accredited institution. Additional coursework in history and archives management. Familiarity with professionally accepted library and/or archival standards of classification, indexing and cataloging, and knowledge of automated records storage and retrieval systems. Demonstrated ability to learn and master new and legacy systems quickly. 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: Experience working with research and/or teaching faculty, librarians, students and support staff as well as administrators in an academic setting. Demonstrated skills at successful oral presentations, in training or in public settings. Knowledge of website design.

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.

STARTING DATE: Negotiable, but anticipated for August 1, 2017.

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 April 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

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>