



ACADEMIC VACANCY

POSITION: Digitization Archivist/Instructor of Library Science - Non-tenured
EEO# LB 6-15

RESPONSIBILITIES:

The Digitization Archivist/Instructor position reports to the Head Archivist. The position will select, prepare, and oversee digitization to increase the accessibility of the holdings of the University Archives and Acadiana Manuscripts Collection (UAAMC), Louisiana Collection, and Rare Book Collection. Acquire, process, and preserve collections in digital format. Provide reference service to the collections. Prepare online exhibits utilizing the collections' holdings. Maintain sites on social media promoting the collections. Create online finding aids. Assist in processing manuscript collections and University archives. 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.

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. Knowledge of professional records management principles and practices. Experience or training in thesaurus design and construction, and controlled-vocabulary indexing. 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: Knowledge of digitization processes and metadata creation. Knowledge of website design. 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 17 and a support staff of 35. 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 September 1, 2016.

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 July 1, 2016, 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>