Records Manager

Department: Stuart A. Rose Manuscript, Archives, and Rare Book Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Position Summary

Reporting to the Assistant Director and University Archivist, the Records Manager will lead the ongoing development and operations of university’s records management activities as part of Emory University Archives program within the Stuart A. Rose Manuscript, Archives, and Rare Book Library. The Records Manager will develop records retention schedules, conduct outreach activities to administrative and academic units, and implement methods for the acquisition and preservation of vital University records. The Records Manager has the responsibility of developing a deep understanding of issues of records management at Emory University in order to create records management services that benefit the institution as a whole and support of the mission of the Emory University Archives. The Records Manager will be responsible for providing information about University retention policies, legal compliance requirements, records keeping best practices, electronic and offsite storage solutions, and other issues of records management to University offices and units. The Records Manager will maintain web content, including a discoverable database of University retention policies, as well as other outreach and informational content electronic or otherwise. The Records Manager is a key coordinator of offsite records activities at Emory University and Emory Healthcare, monitoring activities of vendors, users, and will inform policy and procedural improvements to existing workflows. The Records Manager will work with the Assistant Director and University Archivist to educate Emory employees about records practices and policies on campus.

Essential Responsibilities & Duties

A. Records Management Services

- Provides consultations in interpreting and applying records retention policies to University offices.
- Develops and maintains records retention schedules.
- Provides guidance and assistance to University offices in developing, implementing, and improving record keeping systems and practices, including the management and preservation of electronic records.
- Works with the University Archivist to appraise University records in all formats for enduring value to the University.
- Coordinates with University offices in transferring University records to the University Archives.
- Coordinates with University offices in appropriately storing active records in electronic storage and with preferred vendors.
- Coordinates with University offices in ensuring appropriate disposition of records scheduled for secure destruction.
Develops and conducts a regular training and outreach program for the University community on records keeping best practices and retention policies.
Maintains outreach and informational resources, including the University Records Management website.
Advises on appropriate access and management policies for archival records that are part of the Emory University Archives.

B. Records Management Program Development

- Works with the University Archivist to set and implement policies governing the management of University records in both print and digital format.
- Strategizes with the University Archivist to document university activities on an enterprise scale.
- Coordinates University-wide records keeping systems and related policy development.
- Evaluates records keeping practices and systems to with respect to regulations, compliance, and best practices.
- Responsible for tracking records management activities and reach for end-of-year reporting.

C. Off-Site Storage Management

- Coordinates with University offices in appropriately storing active records in electronic storage and with preferred vendors.
- Develops and conducts a regular training and outreach program for the University community on requirements and implementation of successful off-site storage procedures.
- Manages the enterprise-wide contract for off-site storage by supporting Contract Administration in the establishment of best practices.
- Serves as liaison between off-site storage vendor and Emory community.
- Ensures that records are appropriately described and identified by creating offices within off-site inventory.

D. Professional Responsibilities

- Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
- Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
- Adheres to guidelines outlined in the Handbook Governing the Librarian series for Faculty-Equivalent Librarians to ensure appointment, appointment renewal and promotion-in-rank procedures are followed.
- Participates in library and campus committees as appropriate for service purposes.

Required Qualifications
• ALA-accredited master’s degree in Library and Information Science OR equivalent education and relevant library experience.
• Minimum three years professional experience in the field.
• Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
• Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
• Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
• Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
• Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
• Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
• Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

Preferred Qualifications

• Deep understanding of the challenges and opportunities in developing processes for effective capture, preservation, and management of electronic records.
• Experience in creation and management of records retention schedules
• Experience with training methodologies and techniques, learning styles and strategies
• Knowledge of and experience with developing informational resources, including webpages
• Experience with outreach and promotion strategies and execution.
• Familiarity with general legal terminology and issues related to discovery and document production
• Certified Records Manager certification.

Application Procedures

Interested candidates should review the applications requirements and apply online at https://faculty-emory.icims.com/jobs/64437/job, Requisition/Job Posting # 64437.

Applications may be submitted as Word or PDF attachments and must include:

1) Cover letter of application describing qualifications and experience;
2) Current resume/vita detailing education and relevant experience; and
3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by 3/11/2021 will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.
**General Information**
Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to [http://www.hr.emory.edu/eu/benefits/](http://www.hr.emory.edu/eu/benefits/).

**Description of Institution and Library**

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 7,836 undergraduates and 6,677 graduate and professional students.

Ranked among the top 25 Association of Research Libraries (ARL) in North America, Emory Libraries in Atlanta and Oxford, Georgia are comprised of 7 libraries, including the Robert W. Woodruff Library, which is home to the Stuart A. Rose Manuscript, Archives, & Rare Book Library; the Goizueta Business Library; and the Heilbrun Music and Media Library. Other libraries include the Atwood Science Commons, the Woodruff Health Sciences Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta. Other libraries at Emory include the Pitts Theology Library and the Hugh F. MacMillan Law Library.

Emory’s collections include more than 4.2 million volumes, 83,000-plus electronic journals, 704,535 electronic books, and internationally renowned special collections. The Rose Library is Emory’s principal repository for rare and special materials. Home to over 250,000 rare books and over 15,000 linear feet of manuscript material, Rose Library’s collections span more than 800 years of history—with particular depth in modern literature, African American history, and the history of Georgia and the South. The Emory Libraries is a member of the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

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Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

**Diversity Statement**

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

*Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.*