



## Professional Position Posting

### Outreach Archivist

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

Interested candidates should review the applications requirements and apply online at <http://apply.interfolio.com/107568>.

#### Position Summary

Reporting to the Head of Research Services, the Outreach Archivist provides leadership for the Rose Library's outreach and engagement activities and leads efforts to connect Emory students, faculty, staff, alumni, national and international researchers, and Atlanta-area community members, including K-12 students and educators, with the Rose Library's exceptional collections, services, and staff. The outreach archivist is responsible for developing and leading a comprehensive outreach and engagement program for the Rose Library. The outreach archivist will build relationships with campus and community stakeholders to contribute to the University mission to support student flourishing, faculty eminence and research excellence, with a particular focus connecting Rose Library's outreach efforts with Emory University student-focused initiatives (for example, First Year Orientation and First Gen Forward).

The Outreach Archivist is responsible for overall management of the Rose Library's efforts to engage users with Rose Library's collections and services, including exhibitions, programs and events, and social media communications. The Outreach Archivist leads and collaborates on developing and hosting orientations, library tours and targeted show and tell activities. The Outreach Archivist's success in this role requires excellent partnership with the University Archivist, Rose Library collection development team, Library Campus and Community Relations, subject librarians, and other colleagues from across the Emory Libraries. The Outreach Archivist actively cultivates and promotes ongoing relationships and engagement with a broad variety of campus and community partners and audiences including student organizations, academic departments and centers, University administration, alumni affairs, and the Civic and Community Engagement Roundtable in the development and promotion of Rose outreach programs. A collaborative approach to the work of engaging campus partners and an affinity for establishing connections for Rose should extend to include centers and programs across the university <https://www.emory.edu/home/research/centers.html>. The key challenge for this role is to translate outreach opportunities into a scalable and sustainable level of outreach and programming, and one that adapts programs in an ongoing cycle of assessment. The incumbent is responsible for adoption of shared library infrastructure for management of programs, events, exhibits, social media and web communication. The incumbent is responsible for various administrative duties, including supervising students and contributing to unit and division annual planning and reports. Finally, the Outreach Archivist is expected to contribute to the library and professional community through committee service, conference presentations, and/or scholarship.

Emory Libraries requires that our employees recognize diversity, equity, and inclusion as essential core values to achieving our mission to enrich the quality of life in an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and embrace our diverse identities of patrons within the Emory community.

### **Essential Key Responsibilities and Duties**

- A. Outreach and Engagement Program Administration
  - 1. Provides leadership for the Rose Library's outreach and engagement activities
  - 2. Works in partnership with the University Archivist to increase student faculty, staff and alumni engagement with University Archives resources, programs and services.
  - 3. Works in partnership with the Rose Library collection development team to increase student, faculty, staff and alumni engagement with Rose Library collections and services
  - 4. Works in partnership with the University Archivist and Rose Library collection development team to connect non-Emory researchers and Atlanta community members with Rose Library's collections and services
  - 5. Develops assessment practices and metrics to evaluate the impact of the Library's outreach activities and uses assessment data to contribute to the ongoing development of a scalable and sustainable outreach program.
  - 6. Contributes to unit and division planning and reports
  - 7. Writes and manages grants as appropriate
  - 8. Proposes, plans, and leads special projects to engage users and promote Rose Library's collections and services
  - 9. Supervises students and interns
  
- B. Exhibit Management
  - 1. Oversees the exhibition spaces in the Rose Library and sets the exhibition calendar for Level 10 exhibition spaces
  - 2. Works in close coordination with exhibition curators to plan and implement Rose Library exhibitions
  - 3. Works with the Libraries Exhibition team and Preservation staff to facilitate the installation and deinstallation of Rose Library exhibitions
  
- C. Programs and Events
  - 1. Plans and implements programs that engage communities with Rose Library collections and services while working in close collaboration with Rose Library University Archivist and Curators and the Emory Libraries events team.
  - 2. Develops and implements programs designed to increase prioritized stakeholder engagement with library resources and services.
  - 3. With research services colleagues, provide targeted tours, orientations, show and tells, and other events to introduce the Rose Library and its collections and services to visitors
  
- D. Social Media, Marketing, and Communications
  - 1. Collaborates with Campus and Community Relations and Operations Manager to promote and market Rose Library events, activities, and initiatives
  - 2. Creates marketing and website copy for the Rose Library
  - 3. Manages the Rose Library's social media presence and online outreach initiatives such as the Rose Library's blog and podcast

E. Reference and Instruction

1. In collaboration with Research Services, provides reference assistance to Emory students and faculty, visiting scholars, and the public.
2. Participates in the Rose Library reference and reading room rotations, including 4-6 hours of weekly reference desk shifts.
3. Develops and teaches library-based and course-integrated Rose orientation, in-depth and show and tell instruction, and research education sessions for Emory faculty and students.

F. Professional Responsibilities

1. 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.
2. 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.
3. Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
4. Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
5. Participates in library and campus committees as appropriate for service purposes.
6. Contributes to a collaborative culture where conflicts are resolved, communication is professional, and trust is fostered.

### **Required Qualifications**

- ALA-accredited master's degree in Library and Information Science OR equivalent education and library experience.
- Two or more years of related experience.
- 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**

- Project management experience.
- Communications and collaboration technology experience with tools including Zoom, Trello and Mailchimp.

- Communications and event management experience.

### **Application Procedures**

Interested candidates should review the applications requirements and apply online at <http://apply.interfolio.com/107568>.

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

- 1) Current resume/vita detailing education and relevant experience;
- 2) Cover letter of application describing qualifications and experience; and
- 3) 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. In a separate statement, reflect upon your experience in advancing social justice and equity, and your vision for integrating this into your work. Limit your response to no more than 3 paragraphs.
- 4) On a separate document list the names and relationships, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

**Review of applications will begin the week of August 1, 2022.** 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/>.

### **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 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined

workforce of approximately, 37,716 and an annual operating budget of \$45.6 billion. Emory University received \$831 million in research funding in 2020.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 10 libraries, Emory's collections include more than 5.6 million volumes, 400,970 electronic journals, over 1.6 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 190,000 cataloged titles and more than 19,000 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 culture, and the history of Georgia and the South.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), 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).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other campus libraries, include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

### **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.**