



## Professional Position Posting

### Instruction Archivist

**Department:** Stuart A. Rose Manuscript, Archives, and Rare Book Library

**Salary:** Commensurate with qualifications and experience

**Position Availability:** Immediately

Interested candidates should review the applications requirements and apply online at <http://apply.interfolio.com/117075>.

#### Position Summary

Reporting to the Head of Research Services, the Instruction Archivist provides leadership for the Rose Library's instruction program. The Instruction Archivist leads special collections instruction sessions and is responsible for creating instructional tools, training graduate students and staff for instruction services, and staffing the Rose Library reference desk. As a member of the Rose Library team, the Instruction Archivist participates in programming, planning, and assessment activities related to both Research Services and Rose Library as a whole. The Instruction Archivist works closely with Rose Library and Emory Libraries staff responsible for participating in reference, outreach, and instruction activities. The incumbent will design instructional services that are accessible and reflect a deep commitment to the principles of diversity, equity and inclusion and accessibility. The Instruction Archivist will build relationships with campus stakeholders to contribute to the University mission to support student flourishing, faculty eminence, and research excellence. In particular, the Instruction Archivist will lead departmental efforts to build relationships with academic departments and programs like the Center for Faculty Development and Excellence, centering student learning and faculty teaching in the design of the Rose Library's instruction program. The Instruction Archivist will be responsible for evolving the program and working collaboratively and creatively to meet instructional demand at a research-intensive University. As a Librarian, the Instruction Archivist participates in collaborative programs and services within the library and archives fields at the local, state, regional, national and international level in advancement of library services, collections, and programs.

The Instruction Archivist's success in this role requires excellent partnership with the University Archivist, Rose Library collection development team, subject librarians and other colleagues from across the Emory Libraries. The Instruction Archivist will bring a user focused and data driven approach to the design and oversight of the Rose Library's instruction program. The incumbent is responsible for various administrative duties, including supervising 1 FTE and students, contributing to unit and division annual planning and reports. Finally, the Instruction 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 embracing the diverse identities of patrons within the Emory community.

## **Essential Responsibilities & Duties**

### A. Rose Library Instruction

1. Leads the ongoing evaluation, assessment, revision, and expansion of the Rose Library instruction program in order to meet campus instructional needs. This includes maintaining awareness and understanding of current trends and needs in archival pedagogy, sharing proposals and ideas as appropriate, and contributing to the overall vision and direction of the instruction program.
2. Leads special collections instruction sessions focused primarily on Rose Library's collecting areas or assigns sessions to other staff as appropriate. This includes meeting with faculty members or graduate instructors during the planning process to determine session-type, scope, and learning goals/outcomes; curating materials lists; planning the session (pulling material and setting up classroom space) as appropriate; conducting the session; participating in assessment.
3. Designs and implements innovative primary source based active learning activities and exercises which focus on analysis and contextual comprehension and engages in class sessions which incorporate emerging technologies and instructional methods including hybrid learning and use of digital collections.
4. Directs the overall promotion of the Rose Library instruction program. This includes meeting with faculty and graduate instructors and attending/participating in departmental events as appropriate.
5. Ensures that instruction and engagement advance Rose Library's commitment to the principles of diversity, equity, inclusion, and accessibility.
6. Researches and studies Rose Library collections to better plan instruction sessions and recommend collections for faculty in the development of syllabi and assignments, and to students for the completion of their research.
7. Conducts in-depth one-on-one consultations with faculty and other instructors to plan instruction sessions and conducts in-depth one-on-one consultations with students about their research using Rose Library collections.
8. Leads the coordination of the Rose Library's Faculty Teaching Fellowship Program and the Rose Library's Undergraduate Student Research Awards Program.
9. Builds a close working relationship with University Archivist, Rose Library collection development team, Head of Instruction and Engagement, and Emory Libraries subject librarians, and consults with those groups regarding the design of the instruction program, seeking collaborative solutions to engaging Emory faculty and students with Rose Library collections.
10. Employs a collaborative approach to the design of the Rose Library's instruction program, balancing the specialized nature of the collections and student-driven learning objectives, with the expansive opportunities present in archival and rare book collections.
11. Directs the work of one FTE and graduate students assigned to the Rose Library instruction program.
12. Trains other Rose Library and Emory Libraries staff and students who provide instruction on Rose Library collections.
13. Contributes to the ongoing evaluation, assessment, revision, and expansion of the Rose Library's research services program. This includes contributing to unit-wide reports, planning documents, and strategic initiatives
14. Creates, develops, and maintains instructional tools, aids, guides, webpages, and tutorials.
15. Represents Rose Library on the Woodruff Library's Instruction Steering Committee.
16. Consults with Collection Development team, contributing information about curricular trends that curator's will need to attend to, to ensure that collecting keeps pace with teaching.

### B. Reference

1. In collaboration with the Head of Research Services, provides reference assistance to Emory students and faculty, visiting scholars, and the public.
2. Completes approximately 6-8 hours per week on the reference desk.
3. Oversees reading room security by monitoring use of materials in the reading room, as well as communicating to researchers the care and handling policies and procedures.
4. Guides researchers through the adoption and use of online registration system, explains policies and procedures governing use, and assist users with navigating various discovery tools.
5. Provides occasional oversight for service providers working in secure, non-public Rose Library spaces.
6. Assists with answering in-person and remote reference questions based on subject expertise and knowledge of Rose Library's collections.
7. Works with undergraduate and graduate students on determining a research topic, locating relevant book and manuscript material, and answer other research related questions as needed.

#### C. Campus Contributions & Professional/Scholarly Association Involvement & Activity

1. Participates in library committees related to primary job assignment as appropriate.
2. 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.
3. Presents on work-related topics and research at professional and scholarly conferences, symposia, and workshops.
4. Publishes on work-related topics and research in professional and scholarly publications.
5. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintaining general knowledge of current trends in higher education, academic libraries, and information and educational technology.
6. Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
7. 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 experience (subject expertise combined with appropriate teaching experience and/or library experience).
- 3-5 years of professional experience in an academic or research library, special collections repository, or other relevant setting.
- Experience in teaching with and developing curriculum using primary sources at a special collections library/archive and experience working with students in an academic setting.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and accessibility.
- 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**

- Experience in supervising and managing staff.
- Advanced degree (subject master's or doctoral) in a relevant discipline.

### **Application Procedures**

Interested candidates should review the applications requirements and apply online at <http://apply.interfolio.com/117075>.

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. Emory's [student flourishing initiative](#) also highlights our commitment to creating an inclusive environment for students to strengthen their values and develop skills. Please write a statement of 300-500 words that describes your experience with supporting the teaching, learning, and research of diverse students and faculty, as well as your experience in advancing social justice and equity in your work, and explain how you will foster an inclusive research, teaching, and learning environment through your role as Instruction Archivist.
- 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 December 5, 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.**