

**Librarian/Archivist and Assistant Professor**  
**Albertsons Library**  
**Search #AA-0001-90**

Boise State University invites applicants for the faculty position of Librarian/Archivist in the Special Collections department. The Librarian/Archivist will participate in outreach, exhibitions, and other programs and help direct the work of student assistants, interns, and special hires in processing and digitization projects. The position reports to the Head of Special Collections/University Archivist.

**Responsibilities include:**

- Providing physical and intellectual control of the university archives through appraisal, arrangement, description, and creation of finding aids
- Reference work with archives and manuscripts
- Collection care and preservation
- Digitization and metadata assignment
- Maintenance of rare books

**Minimum qualifications:**

- Masters degree from an ALA accredited program
- Coursework and/or experience working with archives and manuscripts
- Knowledge of current issues and trends in archival practices
- Strong analytical, writing, interpersonal, and organizational skills

**Preferred qualifications:**

- Work experience with institutional archives, including processing and electronic and digital initiatives
- Experience with EAD and DACS
- Knowledge of digitization procedures and standards

**Salary and benefits:** Minimum salary of \$40,000, comprehensive benefits package. This is a full-time, 12-month, tenure-track position with faculty status and academic rank. Appointment will be at the rank of Assistant Professor. Library faculty must meet Library and University requirements to achieve promotion and tenure.

**Application Information:** Send electronic cover letter of application, resume, and the names, addresses, and phone numbers of three professional references to [jjohnson@boisestate.edu](mailto:jjohnson@boisestate.edu) (preferred method) or mail to:

Jaque Johnson  
Search #AA-0001-90  
Boise State University  
1910 University Dr.  
Boise, ID 83725-1430

Entry level applicants are encouraged to apply.

Review of applications will begin on December 1, 2009 and continue until the position is filled.

**About the University:** <http://www.boisestate.edu/>

**About the City of Boise:** <http://www.boisechamber.org/>

**About the Department:** <http://library.boisestate.edu/>

**As of August 17, 2009, Boise State University is a smoke free campus.**

*Boise State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of women, persons of color, and members of other underrepresented groups. EEO/AA Institution, Veterans preference.*