

POSITION: Reference Archivist/Assistant Archivist, Archives and Special Collections
PCN: 305729

Full-time, Tenure-Track, Regular appointment w/benefits
9 + 3 months/yr faculty-rank

LOCATION: Consortium Library
University of Alaska Anchorage

Salary: Minimum \$60,000 annually, excellent health and life insurance; tuition waiver benefits; represented by bargaining unit.

Come to the Last Frontier and Help Build Upon Our Success!

The award winning Consortium Library at the University of Alaska Anchorage is recruiting for the position of Reference Archivist for Archives and Special Collections. We are looking for an energetic, motivated, and innovative professional to join us in offering superb archival services. The department's priorities include providing greater access to collections and increasing outreach efforts.

Archives and Special Collections is housed in the library addition which was completed in 2004. The facility offers temperature and humidity controlled collection space, two walk-in refrigerated vaults for film and videotape, a reading room, a preservation lab, a group viewing and listening room, a digitization office, and access and monitoring systems. The holdings of Archives and Special Collections include over 2000 personal papers, organizational records, and university records collections in a variety of media including textual documents, photographic images, sound recordings, as well as moving image materials. Archives and Special Collections has three full-time permanent positions. Archives and Special Collections shares space and partners with the Alaska Moving Image Preservation Association (www.amipa.org).

RESPONSIBILITIES: The Reference Archivist/Assistant Archivist reports to the Head of Archives and Special Collections in the Consortium Library, University of Alaska Anchorage. The person in this position performs a significant portion of the reference work conducted in the department including responding to reference inquiries made in person or via email, by phone, fax, or in writing. The Reference Archivist assists researchers in navigating the collection through use of online finding aids and other resource materials, maintains the reference query tracking record, retrieves materials for researchers, and assists researchers with appropriate equipment. This person also processes and describes collections, applies basic conservation procedures, teaches archival instruction sessions, creates exhibits, and engages in outreach activities. Other duties and responsibilities include collection management database maintenance, website maintenance and development, and participating in departmental planning activities. This position is a tenure track faculty position with the rank of Assistant Professor.

As such, the person filling this position will be expected to serve on library, university, professional and/or public committees.

REQUIRED QUALIFICATIONS:

- Graduate degree in archival studies, history, or library science
- Graduate course work in archival administration
- Reference or customer service experience
- Knowledge of:
 - Archival functions
 - Digitization techniques
- Effective communication skills
- Computer skills (including word processing, web authoring, and database software)
- Ability to retrieve and shelve boxed records in boxes weighing up to 45 lbs and to climb ladders

PREFERRED QUALIFICATIONS:

- Experience with:
 - Archival reference and outreach
 - Archival arrangement and description
 - Electronic and digital initiatives
- Grantwriting
- Website development and maintenance
- Exhibit development

TO APPLY:

All applications must be submitted online:

Go to <http://www.uakjobs.com>

Referring to position number, PCN 305729, upload a cover letter of application, resume or curriculum vita, and the names, addresses, email, and telephone numbers of at least three professional references.

CLOSING DATE:

The screening committee will begin reviewing applications September 4, 2009. Applications will be accepted until the recruitment is closed. Candidates are encouraged to apply by the review date to receive full consideration.

MORE INFORMATION ABOUT UAA, APU, AND ANCHORAGE:

Consortium Library: consortiumlibrary.org/

Archives and Special Collections Department: consortiumlibrary.org/archives/

SLED: Alaska's Virtual Library: sled.alaska.edu/

University of Alaska Anchorage: www.uaa.alaska.edu/

Alaska Pacific University: www.alaskapacific.edu/

Municipality of Anchorage: www.muni.org

APPLICANTS needing reasonable accommodations to participate in the application or interview process should contact Human Resource Services prior to the closing date. UAA is an AA/EO Employer and Educational Institution committed to diversity. Applicants must be eligible for employment under the Immigration Reform and Control Act of 1986 and subsequent amendments. Application for employment with the University of Alaska is subject to public disclosure.

University of Alaska Anchorage

Human Resource Services, ADM 245

3211 Providence Drive

Anchorage, AK 99508-8136,

Voice (907) 786-4608 - TTY (907) 786-1420 - Fax (907) 786-4727