

**UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM**

Check one: Faculty Exempt Non-Exempt Other

Date Prepared: 9/9/21

Division: Collections, Strategies and Services

Prepared by: Lae'l Hughes-Watkins

Department: Special Collections and
University Archives

Reports to: University Archivist

Position Title: Assistant University Archivist

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland (UMD) Libraries serves more than 41,000 students and 14,000 faculty and staff of the flagship College Park campus. The Libraries' extensive collections, programs, and services enable student success, support teaching, research, and creativity, and enrich the intellectual and cultural life of the community. A member of the Big Ten Academic Alliance and the Association of Research Libraries, the UMD Libraries were honored with the 2020 Excellence in Academic Libraries award in the university category from the Association of College and Research Libraries.

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

NATURE OF WORK:

The University Archives serves as the collective memory of the University of Maryland, from the granting of the charter for the Maryland Agricultural College on March 6, 1856 to the present day. Established by the University of Maryland Libraries in 1972, the Archives is the official repository for all of the university's permanent records and actively gathers administrative files, university publications, photographs, audiovisual materials, faculty papers, theses and dissertations, and memorabilia that document all aspects of campus life.

The successful candidate for this position will:

- Assist the University Archivist in developing and implementing the mission and vision of the University Archives and Sports Archives
- Be responsible for project orientation, a work culture that is both fluid and accountable, and an excellent student and contract staff.

- As a member of the University of Maryland team, the Assistant University Archivist will also support building, maintaining, organizing, preserving, publicizing, and providing access to athletics-related archival holdings while also preserving the history of University of Maryland athletics

DUTIES AND RESPONSIBILITIES:

Under the direction of the University Archivist, and in collaboration with other UMD Libraries' units, the Assistant University Archivist is responsible for activities in the following areas:

Engagement, Outreach, and Instruction

- Interacts with university faculty, staff, students, and alumni, other donors, records managers, and professional colleagues in the field as required.
- Designs outreach activities related to exhibitions and social media campaigns, conducts library instruction according to lessons planned and designed in collaboration and consultation with SCUA Instruction & Outreach Coordinator
- Building relationships with undergraduate and graduate student organizations and other groups that frequently visit the archive.
- Assists as appropriate with long-term fundraising and donor relations projects, such as Launch UMD campaigns and other special donor events.

Reference and Research Assistance

- Respond to all reference and research assistance as delegated by University Archivist.
- Serves in rotation on the reference desk in the Maryland Room, including occasional evenings and weekends.
- Develops LibGuides and research guides to enhance access to collections.

Collection Management

- Manages the routine transfer and accessioning of records from campus units, offices, and departments.
- Implements University Archivists' plans to process, arrange, describe, and digitize collections, as well as creating finding aids and other descriptive tools in collaboration and consultation with SCUA Access Head
- Collaborates and consults with Head of Preservation to ensure the proper storage and preservation of all University and Sports Archives materials.

Personnel Administration

- Oversees the work of the University Archives' contract and hourly student employees, and volunteers.

Service and Scholarship

Participates in opportunities to serve the Libraries, the University of Maryland and the archives/library profession.

- Represents Special Collections and University Archives and/or the University Archives at library and campus meetings, professional library and archives, conferences, and other events.

- Creates a scholarly and creative agenda (including, but not limited to exhibits, publications, presentations) that is attuned to work in the special collections field and demonstrates continued growth as a professional.

QUALIFICATIONS (Knowledge, skills, and abilities): Must have demonstrated organizational skills, attention to detail, and strong time management skills. Must be able to work effectively with others in a team setting.

EDUCATION

Required

Master's degree in Library and Information Science from an ALA-accredited program or equivalent; or an advanced/graduate degree related to the position's duties.

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):

Required

- 2-3 years' professional experience or equivalent working with archival and special collections material
- Knowledge of archival standards and current best practices.
- Excellent written and oral communication skills and an ability to work independently and collegially.
- Work experience in a Special Collections and University Archives
- Ability to train and supervise student assistants
- Long-term project management experience
- Experience with ArchivesSpace and Aeon

SUPERVISORY RESPONSIBILITIES:

- 2 hourly student employees
- Occasional contract or grant supported personnel
- Volunteers

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Must be able to tolerate occasional dirty/dusty conditions and be able to reach, stoop, bend, lift, and move objects that may weigh up to 50 pounds.

Employee's Signature _____ **Date** _____

Print Employee's Name: _____

Supervisor's Signature _____ **Date** _____

***Note: Asterisk indicates these are essential job functions.**