UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one:  Faculty__ X__  Exempt ____  Non-Exempt ____  Other___

FOR LIBRARY HR USE ONLY - Position Number

Date Prepared:  2/27/2017  Division: Collections, Strategies and Services

Prepared by:  Doug McElrath  Department: Special Collections & University Archives

Reports to:  Director, Special Collections and University Archives  Position Title: University Archivist

NATURE OF WORK: The collections and services of the University of Maryland Libraries’ Special Collections and University Archives (SCUA) are at the heart of the research and teaching mission of the university. Collection strengths include labor history, Maryland history and culture, modern Japanese history, mass media and culture, history of the book, women’s history, historic preservation, American and British writers and poets, and the history of the University. Collection highlights include the National Public Broadcasting Archives, the Library of American Broadcasting, the George Meany Memorial AFL-CIO Archive, the Gordon W. Prange Collection, and the Katherine Anne Porter Collection. The University of Maryland Libraries is also home to important special collections in the performing arts, including the International Piano Archives at Maryland. The SCUA staff is committed to reaching out to the research community at large, facilitating access to these world-class collections that document key aspects of the human experience at the university, local, state, national and international levels.

The University Archivist/Special Collections Librarian is responsible for the University of Maryland collection group within SCUA and collaborates with other curators in the division to provide overall direction for reference services, accessioning, arrangement, description, preservation, cataloging of manuscript and archival materials, instruction, and outreach. The University Archivist builds, maintains, interprets, and provides access to the University Archives and assesses collection needs, establishes priorities, and represents the collection area to the University of Maryland community and external organizations and individuals. The successful candidate for this position will:

- Lead the University Archives as an organizational innovator, facilitating the ongoing development of a flexible work environment that places a
premium on strategic priorities, project orientation, a work culture that is both fluid and accountable, and an excellent staff.

- Demonstrate creativity in identifying and allocating resources through donor relations, fundraising, grants, partnerships, budgeting, and flexible staff deployments.
- Articulate a vision for the University Archives in the 21st century that takes into account new collecting opportunities in a born-digital information environment and the changing nature of primary documentation in a post-industrial society.
- Articulate a vision for services that transcends collection management and incorporates dynamic activities in the areas of discovery, teaching, preservation, digital presentation to online communities, outreach to new audiences, off-campus partnerships, and alliances with the teaching faculty, students, and colleagues on the library faculty.
- Serve as point of contact for the University Archives’ services to campus and off-campus partners, including the University administration, Intercollegiate Athletics, the Alumni Association, University Relations, and other entities.

**DUTIES AND RESPONSIBILITIES (indicate % of time spent on job duties):**

Under the direction of the Director of Special Collections and University Archives and in collaboration with other UMD Libraries’ and university units, the University Archivist is responsible for activities in the following areas:

* **Engagement, Outreach, and Instruction. 25%**

  - Interacts with university officials, faculty, staff, students, alumni and other donors, records managers, and professional colleagues in the field as required.
  - Identifies potential users of collections, and develops public programs, including exhibits, and innovative outreach to relevant audiences for the University of Maryland collection group.
  - Collaborates with subject liaisons to reach out to relevant campus departments to encourage closer alignment with curricular needs.
  - Collaborates with faculty across the curriculum to incorporate resources from the University of Maryland collection group into undergraduate and graduate course-based research.
  - Participates in other outreach activities, including social media.
  - Collaborates and consults with the Instruction and Outreach leader in prioritizing, designing, and assessing instruction initiatives and outreach to external audiences.
• Collaborates and consults with the Libraries’ administration and campus development staff in cultivating support for the University of Maryland collection group.

*Reference and Research Assistance 25%

• Responds to reference queries related to the University of Maryland collection group and assists researchers with access to collections.
• Provides collection- and subject-specific research consultation and mentoring for all levels of researchers.
• Serves in rotation on the reference desk in the Maryland Room, including occasional evenings and weekends.
• Serves as a Libraries’ subject expert on University of Maryland history and operation, providing advanced reference and instructional support.
• Develops LibGuides and other types of research guides to enhance access to the collection.

*Collection Development and Management. 25%

• In consultation with the management of SCUA, solicits a wide variety of University of Maryland administrative files and related documentation, such as campus publications and born-digital records, and faculty papers which are appropriate for transfer to the University of Maryland Archives.
• In collaboration with the DRUM Coordinator, oversees the maintenance of the archival copies of all master’s theses and doctoral dissertations completed by University of Maryland graduate students.
• Prepares collection development policies for the University of Maryland collection group.
• Collaborates and consults with the Access group leader to prioritize, design, and assess projects for inventorying processing, arranging, describing, cataloging, creating finding aids and other descriptive tools.
• Collaborates and consults with the Digital Projects leader in prioritizing, designing, and assessing digital projects, including the ingestion of born-digital university records.
• Collaborates and consults with the Head of Preservation to ensure the proper storage and preservation of all University of Maryland collection group materials.

*Personnel Administration. 5%
Oversees the work of the Athletics Archivist, the University of Maryland collection groups’ hourly student employees, contract- or grant-supported personnel, interns, and volunteers.

*Service and Scholarship. 20%

- 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 of Maryland collection group 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.

PHYSICAL DEMANDS: Must be able to tolerate occasional dirty/dusty conditions and be able to reach, stoop, bend, lift, and move objects. Must be able to tolerate the stresses engendered in a multi-faceted, rapidly growing archives program responsive to a broad user base.

SUPERVISORY RESPONSIBILITIES: Oversees the work of the Assistant University Archivist, Athletics Archivist, and the University of Maryland collection groups’ hourly student employees, contract- or grant-supported personnel, interns, and volunteers.

QUALIFICATIONS (Knowledge, skills, and abilities): Must have thorough knowledge of archival theory and practice. Must be able to work effectively with others in a team setting. Demonstrated excellence in oral and written communication skills and in assisting researchers in a special collections setting. Must be able to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Must possess a strong service orientation and the potential for professional contributions.

EDUCATION:

REQUIRED: ALA-accredited Master’s degree in Library/Information Science with an emphasis on formal archival education and training, or a master’s degree in history, American Studies, or other relevant discipline, with experience in archives, archival course work, or archival certificate.
PREFERRED: Advanced degree/graduate study in history or other relevant discipline.

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

Required: At least three years of professional archival experience in an academic library including responsibility for supervising the processing of manuscripts and archives. Demonstrated ability and initiative in processing, reference, outreach, donor relations, and administrative activities.

Preferred: Work experience in a university archives setting; knowledge of electronic records; and supervisory and project management experience are desirable.

Employee’s Signature________________________  Date__________

Print Employee’s Name_____________________________________

Supervisor’s Signature______________________  Date___________

*Note: Asterisk indicates these are essential job functions.