

*Ball State University*  
***Professional Position Description***

***Position #:*** 013155

***Department:*** University Libraries

***Dept Code:*** 12300

***Position Title:*** Assistant Dean for Digital Initiatives and Special Collections

***Reports To:*** Dean of University Libraries

***Contract Type:*** Professional--Cont Contract (11)

***Revision Dates:*** 7/2005; 11/2006; 10/2007

***Exempt1:*** Learned Professional

***Exempt2:***

***Direct Reports:*** Archives and Special Collections Supervisor, Library Office Assistant, Archivist for Digital Projects and University Records, Archivist for Manuscript Collections, Geographic Information Systems Specialist, Map Collection Assistant

***Position Function:***

Lead, manage, develop, promote, and evaluate the Libraries' digital initiatives, archives, special collections, and geospatial resources and map collections; serve as a member of the Dean's Cabinet and advise on issues of the University Libraries' programs, services, technologies, and collections.

***Duties/Responsibilities:***

1. Plan, initiate, manage, measure and promote the development of the University Libraries' digital initiatives, including the Digital Media Repository, Ball State Institutional Repository, Digital Commons, Ball State e-Archives, and Digital Video Collections.
2. Plan, initiate, manage, measure, and promote the activities of the Libraries' Archives and Special Collections and Geospatial Resources and Map Collections units.
3. Plan, develop, and direct the conversion of traditional paper-based special collections resources to digital format and develop and manage born-digital resources for global access.
4. Coordinate the development of digital collections with Collection Resources Management for metadata and digitization and with Library Information Technology Services for digital library systems support.
5. Ensure communications with appropriate internal and external agencies; serve on committees, task forces and teams, and boards of internal and external agencies, as appropriate.
6. Serve as principal contact with donors and benefactors to acquire collections and funding for the University Libraries digital initiatives and special collections; engage in grant writing and administration.
7. Serve on the Dean's Cabinet to advise and provide recommendations for the University Libraries' strategic planning, short- and long-range planning, budgeting, acquisitions, strategic communications, technologies, and other similar administrative matters.
8. Keep abreast of professional literature, activities of professional organizations, and scholarly developments in area of specialization.
9. Perform other related duties as assigned.

***Minimum Qualifications:***

***Education:*** MLS/MLIS/MIS degree from an ALA accredited program or master's degree with an emphasis on archival management.

***Experience:*** Eight or more years of increasingly responsible experience in special collections or archives, including at least three years of experience at administrative level; demonstrated experience

managing complex digital projects; demonstrated skills in planning, managing, evaluating programs and services; demonstrated strong customer service focus and interpersonal skills; successful grant writing experience; knowledge of information technology applications in a library environment, including imaging technology and e-databases; working knowledge of basic Microsoft Office applications; supervisory experience.

**Other:** Effective oral and written communication skills; respect for confidentiality of records.

***Additional Preferred Qualifications:***

**Education:** Earned doctorate in library or information science or an academic discipline, or similar other advanced degree.

**Experience:** Knowledge of rare books and book trade.

**Other:**