

Ball State University
Professional Position Description

Position #: 013180

Department: University Libraries

Dept Code: 12300

Position Title: Archivist for Digital Development and University Records

Reports To: Assistant Dean for Digital Initiatives & Special Collections

Contract Type: Professional--Cont Contract (11)

Revision Dates: 7/2005; 6/28/2006; 3/14/07; 10/2007; 5/2008

Exemption 1: Learned Professional

Exemption 2:

Direct Reports: None

Position Function:

Participate in acquisition, processing, preservation, digitization, promotion, and use of the unit's collections and services; contribute to the development, management, and promotion of digital projects for University Libraries.

Duties/Responsibilities:

1. Engage in the acquisition, processing, digitization, preservation, and promoting use of Archives and Special Collections material.
2. Evaluate and make recommendations to the Assistant Dean concerning selection and implementation of technology for increasing accessibility to university archives and other special collections resources.
3. Participate in development, management, and promotion of digitization projects and digital resources of the unit and the University Libraries; develop Web pages, databases, and online resources; serve as liaison and manager for the university's online institutional repository.
4. Administer university records management program that includes electronic records; act as liaison to university offices and create record retention and disposal schedules; oversees transfer of inactive records from departmental offices.
5. Provide reference and research assistance to students, faculty, the general public, and other researchers using Archives and Special Collections materials.
6. Promote use of collections through Web pages, online exhibits, lecture, print/electronic guides, newsletters and other publications, presentations, instructional sessions, and other outreach activities.
7. Serve as liaison to university-sponsored organizations, including student and faculty groups, to ensure collection, preservation, access, and digitization for their non-current and historical records.
8. Keep abreast of and make contributions to 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 advanced degree in related information technology field.

Experience: Course work or equivalent experience in archives and/or manuscripts; experience with information technology applications in an archives and/or library environment, including imaging technology, Web page development, and electronic databases; knowledge of records management practices, including issues related to electronic records.

Other: Working knowledge of basic Microsoft applications; effective oral and written communication skills; assignment may require working some evenings and/or weekends.

Additional Preferred Qualifications:

Education:

Experience: Experience working in an academic library and/or university archives with audio, video, and electronic formats.

Other: