

Ball State University
Professional Position Description

Position #: 013181

Department: University Libraries

Dept Code: 12300

Position Title: Archivist for Manuscript Collections

Reports To: Assistant Dean for Digital Initiatives and Special Collections

Contract Type: Professional--Cont Contract (11)

Revision Dates: 7/2005; 2/23/2006; 10/2007

Exemption 1: Learned Professional

Exemption 2:

Direct Reports: None

Position Function:

Participate in acquisition, processing, preservation, digitization, promotion, and use of manuscript collections.

Duties/Responsibilities:

1. Engage in the acquisition, processing, digitization, preservation, and use of manuscript collections, and audio-visual materials.
2. Enhance access to paper-based and digital manuscript collections and audio-visual materials through development and implementation of electronic finding aids and guides.
3. Participate in the selection, development, and management of digital manuscript collections.
4. Design and manage the implementation through the University Libraries' Web Developer pages related to manuscript collections, audio-visual materials, and other related sources, services, and programs.
5. Provide reference and research assistance to students, faculty, the general public, and other researching using manuscript collections.
6. Develop and provide instructional sessions on archival, manuscript, and digital resources for classes.
7. Promote use of collections through Web pages, online exhibits, print/electronic guides, newsletters and other publications, presentations, and other outreach activities.
8. Oversee and supervise personnel, projects, and activities of Geospatial Resources and Map Collection.
9. Interact with donors to develop manuscript and digital collections.
10. Keep abreast of and make contributions to professional literature, activities of professional organizations, and scholarly developments in area of specialization.
11. Perform other related duties as assigned.

Minimum Qualifications:

Education: MLS/MLIS/MIS degree from an ALA accredited program with course work or equivalent experience in archives and/or manuscripts.

Experience: Experience with information technology applications in an archives and/or library environment, including imaging technology and electronic databases; working knowledge of basic Microsoft Office applications.

Other: Effective oral and written communication skills; strong organizational skills.

Additional Preferred Qualifications:

Education:

Experience: Experience working in an academic library and university archives/special collections setting with manuscript collections, photographs, audio, film, video, and electronic formats.

Other: