

Ball State University
Position Description

Department: University Libraries

PC#: 403025

Dept Code: 12300

Salary Grade: 11 E

Position Title: Archives and Special Collections Supervisor

Reports To: Assistant Dean for Digital Initiatives and Special Collections

Revision Dates: 8/2004; 10/2004, 6/2007; 4/2008

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: Students and graduate assistants.

Position Function:

Under the direction of the Assistant Dean for Digital Initiatives and Special Collections, participate in the acquisition, processing, preservation, promotion, and use of collections and services; train and supervise students and graduate assistants.

Duties/Responsibilities:

1. Manage daily operation of Archives and Special Collections in absence of the Assistant Dean for Digital Initiatives and Special Collections.
2. Provide reference service and research assistance to students, faculty, staff, and the general public; provide instruction to classes on using archives and manuscript resources.
3. Coordinate the exhibit program; includes research, selection of materials, writing text, design, and set up of exhibits throughout the Library; develop web-based exhibits for promotional and educational purposes.
4. Interview and hire students and graduate assistants; train and supervise students and graduate assistants in archival processing, reference service, exhibit preparation, scanning, and other duties.
5. Appraise archives and manuscript material for permanent retention; manage the arrangement and description of archives and manuscript material according to professional standards and practices.
6. Create descriptive finding aids (paper, electronic, and web-based) to archives and special collections material, according to archival guidelines; develop and manage databases and web-based tools for access.
7. Participate in the selection, organization, and preparation of manuscripts, photographs, and other material for digitization; supervise indexing and digitizing of selected archival materials.
8. Develop, update, and maintain web pages for Special Collections.
9. Monitor and maintain the preservation of all materials, taking appropriate measures to enhance longevity of materials when feasible.
10. Perform other related duties as assigned.
11. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Bachelor's degree in library science, history, or related area.

Experience: One through three years of experience in archives, library or related area; strong organizational skills; effective oral and written communication skills; working knowledge of basic Microsoft Office applications.

Additional Preferred Qualifications:

Education:

Experience: Experience with information technology applications in an archives and/or library environment, including imaging technology and electronic databases; supervisory and training experience.