Librarian: Assistant Archivist

The University Libraries at Texas State University are seeking qualified applicants for two Librarian: Assistant Archivist positions. Reporting to the University Archivist & Records Manager, these positions: assist with the daily operations of the University Archives, with an emphasis on processing physical and digital materials; provide intellectual control of archival materials by arranging, describing, and rehousing materials; create database records, finding aids, and prepares information for library catalog records; promote accessibility to materials and assists with patron requests for reference and research; manage the location of and access to both physical and digital materials; and ensure the long-term preservation of collections regardless of format.

RESPONSIBILITIES: In consultation with the University Archivist, review potential transfers and donations, whether planned or unsolicited, and receive materials that meet appraisal guidelines. Accession incoming transfers and gifts, both physical and digital. Arrange and describe materials according to MPLP guidelines and prepare finding aids. Build positive relationships with departments and individual donors and assist with the physical / digital transfer of materials into the archives. Prepare artifacts for preservation. Process born-digital and reformatted digital materials for patron access. Manage access to digital assets, including digital images from negative collections. Co-Lead digital preservation planning for the University Archives and participate in the preservation planning for the Alkek Library and the University. Establish workflows with Digital & Web Services (DWS) to determine file standards and transfer procedures. Manage all digital preservation activities for UnivArchives, utilizing ArchiveMatica and other tools as determined by the Digital Preservation Working Group. Perform reference interviews and provide reference and research assistance to internal and external patrons both via e-mail and in-person. Collaborate with colleagues to ensure all potential sources of information are considered. Maintain on-site core collection, prepare materials for offsite storage, request materials for patrons and managing transfers to/from ARC storage, and monitor temperature, humidity, and pests. Supervise, guide, and mentor graduate students working in the archives. Perform other duties as assigned to meet the needs of the department. Engage in professional activities in accordance with Texas State University’s standards for promotion for professional librarians.

QUALIFICATIONS:

Required:

Master’s degree from and ALA-accredited program

Knowledge of:
- MPLP archival processing standards
- processing and preservation standards for digital assets, including the OAIS model
- descriptive standards such as DACS, EAD, AACR2/RDA
- metadata standards such as PREMIS and METS
Understanding of:

- records retention schedules and how records management policies create the basis for core University Archives collections

Ability to:

- actively participate in collaborations with library and university staff
- work both independently and collaboratively
- perform physical activities associated with the archival environment
- adjust workflow to accommodate rush requests or administrative needs

Preferred:

- Knowledge of collection management databases such as Archivists’ Toolkit or ArchivesSpace
- Knowledge of applications such as ArchiveMatica, Omeka, or DSpace
- Member of the Academy of Certified Archivists (ACA)
- Digital Archives Specialist (DAS) certificate
- Knowledge of functions and records specific to institutions of higher education

**SALARY AND BENEFITS:** Salary commensurate with qualifications and experience. Advancement in rank is available through the Librarian/ Curator Career Ladder. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

**BACKGROUND CHECK:** Employment with Texas State University is contingent upon the outcome of a criminal history background check. This includes transfers and promotions from within.

**Application information:**

Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State's 38,661 students choose from 98 bachelor’s, 93 master’s and 14 doctoral degree programs offered by the following colleges: [Applied Arts](http://appliedarts.txstate.edu), [McCoy College of Business Administration](http://mccoy.txstate.edu), [Education](http://education.txstate.edu), [Fine Arts and Communication](http://finearts.txstate.edu), [Health Professions](http://healthprofessions.txstate.edu), [Liberal Arts](http://liberalarts.txstate.edu), [Science and Engineering](http://scienceandengineering.txstate.edu), [University College](http://universitycollege.txstate.edu) and The [Graduate College](http://graduatecollege.txstate.edu). As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

Our students come from around the globe, and our student body is diverse. Fifty-two percent of Texas State students are ethnic minorities. Texas State ranks 14th in the nation for total bachelor’s degrees awarded to Hispanic students.

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.