

Colgate University Libraries
Head of Special Collections and University Archivist

Colgate University seeks an innovative, collaborative, and service-oriented professional to serve as Head of Special Collections and University Archivist. The successful candidate will provide leadership, vision, planning, and management for the Special Collections and University Archives of the Colgate University Libraries and participate in the development, preservation, organization, promotion and digitization of the collections with particular focus on management of the University Archives; engage in active outreach and educational planning that reinforces the significance of primary source materials as curricular resources; provide research and teaching access to the collections; and plan for and carry out digital content creation in CONTENTdm. Reporting to the University Librarian, the individual will oversee the work of the Special Collections, Metadata, and Web Librarian, the Conservation Technician, and student workers, possess a creative approach to the implementation of strategic changes in the department's procedures, ensure responsive, high quality operations; and develop innovative programs and technologies to meet collections management and patron research needs.

REQUIRED: Accredited master's degree in library, information science, archives or museum studies or equivalent and three years experience with archives and special collections. Knowledge of standard desktop software applications and digital imaging, delivery, storage, and standards such as DAC, EAD, and Dublin Core, and experience with digitization. Excellent oral and written communication skills. Must be able to lift and shelve boxes weighing up to 40 pounds.

OTHER REQUIREMENTS, job description, and application procedures are at: <http://exlibris.colgate.edu/joinus.html>. Review of applications will begin January 18, 2010.

Additional information about Colgate University, the Colgate Libraries, the Special Collections and University Archives, and the position can be found at <http://exlibris.colgate.edu/joinus.html>.

Application procedure: Submit an online letter of application, resume or curriculum vitae, and the names and contact information of three professional references via email required in PDF or Microsoft Word format to:

Karen Johnston, Administrative Coordinator to the University Librarian
kjohnston@colgate.edu

If preferred as a secondary copy, paper applications may be mailed to:

Karen Johnston, Administrative Coordinator to the University Librarian
Case Library, Colgate University
13 Oak Drive
Hamilton, NY 13346

Colgate University is a highly selective private liberal arts university with a student body of about 2,800 located in Hamilton, NY. The successful candidate will enjoy the opportunity to work in a completely renovated and expanded library and information technology center that includes a learning commons and multi-media production facilities.

Colgate is an EO/AA employer. Developing and sustaining a diverse faculty, staff, and student body further the university's educational mission. Women and minorities are encouraged to apply.

12-18-09 jas
12/21/09 rev. H. Payne