Archivist & Special Collections Librarian
Washington & Lee University Law Library – Lexington, VA

Description
The Washington and Lee University School of Law invites applications for the Archivist and Special Collections Librarian position at the Wilbur C. Hall Law Library. Reporting to the Head of Collection Services, the librarian provides leadership and supervision for all aspects of the School of Law’s unique archives, special collections, rare books, and records management programs. More information on the Archives may be found at https://law.wlu.edu/powell-archives.

STATUS: Full-time, 12 Month, With Benefits
WORK HOURS: 8:30-4:30 Monday-Friday
FLSA: Exempt
MINIMUM PAY: $59,706 / year. Salary commensurate with experience.

A central aspect of the mission of our Law School is to promote a diverse and collaborative intellectual community. To do so, we continually strive to foster an inclusive campus community, one which recognizes the value of all persons regardless of identity. To further our mission, we are committed to enhancing the diversity of our faculty, staff and student body. In that regard, we welcome candidates from members of communities that are traditionally under-represented in library professions and academia.

Essential and Related Functions:

- Oversees archival reference services to meet the research needs of students, faculty, administrators, alumni, and a wide range of external patrons. Models and sets standards for excellence in patron service.
- Manages the acquisition, preservation, processing, and description of all physical and digital archival collections using best practices for academic archival programs.
- Manages the creation and description of all content on the archive’s digital platforms, including Bepress Digital Commons, ArchivesSpace, Archive-It website pages, and online databases.
- Promotes the innovative use of technology to facilitate online access to the School of Law’s unique primary source collections and the continued growth of its digital holdings. (Access to the department’s current digital platforms is available at https://scholarlycommons.law.wlu.edu/powellarchives/.)
- Provides support for the School of Law’s research initiatives by working with faculty, seminar classes, and individual students to facilitate and promote the use of primary source materials housed in the Lewis F. Powell Jr. Archives.
- Collaborates with the other librarians to incorporate and promote the use of archival collections into general library instruction as appropriate.
- Ensures the ongoing functionality and enhancement of digital platforms by working closely with the Head of Digital Initiatives and Law School Technology Services to review technical issues, collaborate on design, communicate customization and other programming needs, and evaluate and maximize the usability of the platforms.
- Evaluates potential donations for suitability of scope, content, and format for inclusion in the School of Law’s Archives. Consults with School of Law administration, faculty, staff, and other experts as needed to assist with evaluation. Meets with or communicates with possible donors when appropriate.
- Serves as the School of Law’s University-mandated Records Officer. Oversees the records management program. Communicates information about and promotes compliance with university records management policies, legal requirements, and proper retention and destruction of records.
- The Archivist and Special Collections Librarian may also serve on the Law Library’s Collection Development Committee and the Scholarly Commons Committee.
- With the Assistant Dean of Legal Information Services and the law library department heads, participates in planning, implementing, and assessing all services in Wilbur C. Hall Library. Gathers, organizes, and presents statistics and other data to support sound decision-making and comply with reporting requirements.
- Maintains professional competence and current awareness of trends, technologies, and best practices in archival management. Makes recommendations for enhancement of services, equipment, and facilities based upon sound professional knowledge and judgment.
- May be assigned to initiate, lead or manage other digital projects.

**Required Competencies:**

- **Strategic Thinking** - Keeps the University's strategic objectives in mind when developing and contributing to plans and initiatives for own work group. Is able to explain the link between team goals and the University's strategic direction to work group. Makes informed decisions based on a clear understanding of the impact and consequences involved. Considers key financial factors (e.g., budget, revenue, resources) when making decisions.
- **Change Adaptability** - Stays focused on own work and responsibilities in a changing work environment. Is able to quickly reprioritize to ensure resources (e.g., work group members, systems, tools, etc.) are in place to achieve change objectives. Responds positively and is supportive of change initiatives.
- **Communication and Networking** - Articulates thoughts clearly and is able to offer logical arguments to gain acceptance of an idea in a positive manner. Consistently communicates to work group and/or supervisor ensuring that everybody is well informed. Proactively builds informal networks at own level and uses them to drive results within own work group.
• **Drive for Results** - Seeks to identify specific improvements or opportunities to combine duplicate efforts to increase efficiency. Takes personal responsibility for seeing tasks and assignments through to completion. Sets high standards for work/deadlines and demonstrates a drive to deliver quality work within the allotted time.

• **Self Development and Motivating Others** - Establishes productive working relationships by actively participating in meetings and activities. Listens carefully, encourages and accepts other points of view. Seeks work group input and encourages their participation and involvement. Stays informed on events, trends and other developments in own field of work (e.g., regulations, policies, standards and practices).

## Qualifications

**Required Qualifications:**

M.L.S. from an ALA-accredited institution or equivalent international degree. At least three years of experience in an academic or governmental archival environment. Experience using digital asset management platforms (e.g., Bepress Digital Commons or similar) and developing, implementing, and managing digitization projects. Experience with archival management system (e.g., ArchivesSpace). Ability to process archival and manuscript collections according to professional standards and practices (e.g., DACS, EAD). Demonstrated understanding of metadata workflows for special collections and archives materials. Experience providing archival reference and instructional services. Strong technological skills, including the use of scanning hardware and software, digital object creation, and web content creation. Ability to work both independently and collaboratively with other Library staff, faculty, law school staff, students, and external researchers. Strong oral, written, and interpersonal communication skills, including the ability to effectively undertake instructional and program promotion activities. Demonstrated experience in managing digital projects and digital portfolios.

**Preferred Qualifications:**

At least five years of post-graduate degree experience in an academic or governmental archival environment. Membership in the Academy of Certified Archivists.

## Physical Requirements:

- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.

## Working Conditions:

- The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Application Instructions**
Please submit a cover letter, resume, list of three professional references, and the online application forms.

Review of applications will begin immediately. For full consideration, please apply no later than February 14, 2020.

The anticipated start date for this role is June 1, 2020.

Apply at: [https://apply.interfolio.com/72622](https://apply.interfolio.com/72622)