

## **Director, Archives & Special Collections Department**

### **Chicago State University, Library and Instruction Services**

**SALARY:** Commensurate with qualifications and experience.

**RESPONSIBILITIES/DUTIES:** The director of Archives and Special Collections is responsible for administering university archives and records management, conservation studio, manuscript and library special collections including deposits of personal papers by Illinois political leaders, foundation work, fundraising, public programming, and possible in-/or over-load teaching in archival science or public history. Recent acquisitions include papers of the Illinois Black Caucus, the S. Balkin Maxwell Street Photographic Collection, Thomas Wirth Collection in African-American and Gwendolyn Brooks Papers. The Director will facilitate access to holdings by serving as subject expert for instructions in archives and college histories; communicate with potential donors, users, and others about resources and activities related in historical holdings of the Chicago State; participate in public presentations, instruction, and publishing activities; compiling finding aids/guides, develop Web site content and other publications. The Director will develop and coordinate and active records management program, including working with college staff and faculty on the maintenance, transfer and disposition of Chicago State University records in all formats, and investigate the accessioning of records in e-mail, Web and other digitized and electronic/audiovisual formats. LIS uses Eloquent software for Archives and Endeavor's Voyager ILS that includes a digital content component (Content DM, Dublin Core, etc.).

The successful candidate will manage a staff that includes an archivist/curator and oral historian, a technical associate for systems and records management, a clerk, and graduate assistants or student aids. Participation in professional activities of appropriate archival, historical, library or information management organizations and contributions to the professional literature is expected, as is service in library and university-wide committees and groups. Opportunity exists for "Shared Faculty" status in College of Education Library, Information, & Media Studies (LIMS) graduate program (ALA-COE pre-candidacy status) to teach in one's specialty.

#### **QUALIFICATIONS:**

**Required:** ALA-Accredited Master's degree in Library and Information Science with Archives and Records Management specialization **or** Master's degree in Archival Science; a second relevant subject Master's degree (e.g., History), or ABD status in related field, and 3+ years or relevant experience. **Preferred:** Doctorate in one of the Information Sciences, History or related fields, Archives and/or Records Management certifications, background in systems management, and experience with digital resource development and management. Evidence of excellent written and oral communication, organizational skills, analytical ability, familiarity with online bibliographic tools and Archives/Library technologies and standards e.g. EAD, etc.

**SETTING:** Chicago State University is a fully accredited, public, urban, commuter and residential institution. Chicago State University's 142,000 sq. ft. high-technology new library opened to the public in fall, 2006, with a professional faculty and support staff of ca. 70. The Library physical collection consists of over 450,000 volumes augmented by a periodical collection, databases, microforms, and audiovisual materials. Electronic resources include over 100 databases with 22,000 full-text journals. Access to much more is provided through I-Share, our statewide resource-sharing network containing over 20 million volumes from 65 colleges and universities.

**FURTHER INFORMATION:** Applicants should submit a cover letter, resume, and contact information for three references preferably as word attachment via e-mail [aradix@csu.edu](mailto:aradix@csu.edu) or mail to: Allestine Radix, Search Committee for Director, Archives & Special Collections; Chicago State University Library 436, 9501 S. King Drive; Chicago, IL 60628-1598. Initial consideration will be given to applications received on or before April 15, 2009. Review of applications every two weeks after that date until position is filled. **CSU is an equal opportunity employer.**