

Position	Archivist and Special Collections Librarian
Library/City	MUW Fant Memorial Library
Date Posted	4/2/26
Date Expires	5/2/26
Date Available	7/1/26
Responsibilities	<p>Manages and oversees the facilities, collections, and resources of the Beulah Culbertson Archives and Special Collections</p> <p>Serves as the project and program manager of the unit, including supervising staff and student assistants, overseeing preservation and digitization of materials, promoting initiatives and collections, creating and enacting policies and procedures, coordinating archival instruction, overseeing research appointments in the reading room, and developing programming.</p> <p>Provides curriculum integration support, research assistance, research guides, tutorials, and archival and information literacy instruction for faculty, students, and courses</p> <p>Facilitates discovery of and access to collection information through the development of finding aids, ArchivesSpace, the library website, and other avenues</p> <p>Manages digitized archives and contributes to Athena Commons, the Digital Commons institutional repository</p> <p>Monitors archival materials in the automated storage and retrieval system (ASRS)</p> <p>Provides general and specialized reference services in-person and online as needed, in tandem with the Archives Specialist</p> <p>Evaluates and seeks acquisitions to enhance current Archives and Special Collections, particularly in the area of Mississippi women's history</p> <p>Engages students, faculty, staff, alumni and the community through outreach and advocacy efforts including presentations, in-person and digital exhibits, social media content, and printed guides and tours</p> <p>Works with the Dean of Library Services, the University Foundation, and campus departments and staff for alumni outreach, collection acquisition, and fundraising</p> <p>Works with University Departments on following records retention schedules</p> <p>Engages with the archival community on state, regional, and national levels</p> <p>Serves on University and library committees</p> <p>Builds a record of service, scholarly contributions, and professional achievement to fulfill the University requirements for retention, tenure, and promotion</p> <p>Other duties and responsibilities as needed</p>
Requirements	<p>Tenure-track candidates must have a Master's degree in Library Science/Archival Science from an ALA-accredited program (or equivalent) OR a terminal degree in a related field</p> <p>Instructor-level candidates must already have a related master's degree, with a terminal degree in progress. They will have an opportunity to become a tenure-track professor once the degree is complete, with years worked applied toward tenure.</p> <p>Coursework or a specialization in archival management</p> <p>Excellent interpersonal, communication, management, and organizational skills</p>

Salary & Benefits	Starting salary for Assistant Professor is \$45,000. Benefits listed at https://www.muw.edu/hr/employees/benefits/
Contact	https://muw.peopleadmin.com/postings/6868
Location (Library or institution name)	Mississippi University for Women
Place/Environment	Small, public, academic liberal arts college