

# WRIGHT STATE UNIVERSITY LIBRARIES

## Oral Historian / Archivist

Wright State University Libraries, Dayton, OH

The University Libraries at Wright State University is accepting applications for an Oral Historian / Archivist. This is a grant funded position to manage an oral history project to document the technological dimensions of the Cold War with an emphasis on aerospace technology emerging from Wright Patterson Air Force Base and the Miami Valley, Dayton, OH. Position reports to the Head of Special Collections and Archives. Currently the grant funds this position for 1 year, but the position may be extended if additional grants funds are received.

**Responsibilities:** Work with an Advisory Board to develop the project parameters and interviewees. Establish procedures for conducting the oral history interviews. Conduct interviews. Create finding aids and catalog records. Work with project advisor to write follow-up grant to continue funding for the project. Supervise the work of a graduate assistant.

For more information: <http://www.libraries.wright.edu/about/jobopps/oralhistorian.html>

**Qualifications:** *Required:* Graduate degree in Public History, History, or Library and Information Science with a strong archival management emphasis. Excellent verbal and written communication skills. Familiarity with databases and basic office software *Preferred:* One year of professional archival management. Knowledge of Cold War era history and aerospace technology. Knowledge and experience in planning, implementing, and managing oral history projects. Experience with audio and video formats, both traditional and digital. Strong project planning and time management skills. Grant writing experience.

**Environment:** WSU Libraries provides a dynamic, challenging, technology progressive setting and exceptional opportunities for professional growth and career development. WSU Libraries' strong commitment to service excellence, educational innovation, and professional development make WSU Libraries a top choice of employment. Wright State University, located 10 miles east of Dayton, Ohio, enrolls over 16,000 students and offers more than 100 undergraduate and 40 graduate/professional programs. With nearly a million people, the Dayton area offers diversity and a wide range of cultural and recreational activities. Special Collections and Archives administers collections in both the Paul Laurence Dunbar Library and the Fordham Health Sciences Library. Dunbar Library's emphasis on aviation history and Fordham Library's emphasis on aerospace medicine and human factors engineering combine to make Wright State a nationally known repository for the documentation of some of the twentieth century's most dramatic technologies. Together the libraries offer a comprehensive historical perspective on the region, aviation, and aerospace medicine.

**Salary:** Minimum \$40,221 Benefits include 22 vacation days/year, 10 holidays, health and dental plan, state retirement system, and paid life and disability insurance.

**Application:** Send letter of application, resume, and names of three current references to:  
Ms. Chris Watson (chris.watson@wright.edu)

**Application Deadline: Septemebr 2, 2005.**

*Wright State University is committed to a policy of equal opportunity and affirmative action and specifically encourages applications from members of under-represented groups.*