

WRIGHT STATE UNIVERSITY LIBRARIES

Archivist, Wright State University Libraries, Dayton, Ohio

Wright State University seeks an energetic and creative individual to process, preserve, and provide reference services for manuscript collections in the Special Collections and Archives Department.

RESPONSIBILITIES Provide research and reference service for Special Collections and Archives patrons in the reading room, via mail, and electronically. Use image management system for photographic research. Supervise both graduate and undergraduate students. Process manuscript collections and perform basic preservation techniques. Assist with maintaining manuscript control through cataloging and entering data in online systems and databases. Participate in a variety of outreach activities, including presentations, exhibit design and installation, committee assignments, and special events.

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

QUALIFICATIONS Required: M.A. Degree in Public History, History, or related field from accredited university, or A.L.A. accredited M.L.S. with American History background. Coursework or training in archival procedures and practices as part of a graduate level program in archival administration. One year of archival experience. **Preferred:** Basic knowledge of web applications for archives. Knowledge in one or all of the following areas: aviation history, local and regional history topics, including the history of medicine, aerospace medicine and human factors engineering, genealogy, and children's aviation literature. Interest in archival education/teaching. Familiarity with word processing software, databases, and online systems for bibliographic control of manuscript collections (MARC, EAD, HTML). Familiarity with digital standards for photographic reproduction. Knowledge of basic archival preservation skills. Strong interpersonal skills, excellent oral and written communication skills, and team player. Ability to work effectively with both academic and commercial patrons. Ability to work in a culturally diverse environment. Flexibility and ability to thrive in a dynamic and active department.

ENVIRONMENT: WSU Libraries provides a dynamic, challenging, technology progressive setting for academic librarians and exceptional opportunities for professional growth and career development. Librarians are an integral and valued component of a strong academic support structure for undergraduate, graduate, and professional programs including health sciences, engineering, social and behavioral sciences, business, humanities, theatre and the arts. WSU Libraries' strong commitment to service excellence, educational innovation, and professional development make WSU Libraries a top choice of employment for librarians seeking success and future growth opportunities.

SALARY: Minimum \$36,565. 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)

Fullest consideration will be given to applications received by June 9, 2006.

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