

## **Assistant Professor/Librarian II**

### Job Description

As a member of the Archives and Special Collections Department team, and working within the requirements of the University's policies and procedures, execute, maintain and monitor the University's electronic and text-based records management program.

Process, organize, convert as necessary, and integrate University records for permanent retention and storage.

Supervise the storage, access, and retrieval of documents and other records by the University's faculty, students, administrators and employees.

Additional duties include providing reference services for the Archives and Special Collections Department, providing orientation and bibliographic instruction to undergraduate and graduate students as well as K-12 students from the local community.

Serve as the University Library's representative on selected standing committees of the Faculty Senate and actively participate in the Library Faculty Organization.

### Required Qualifications

ALA-accredited MLS degree.

Training or experience in records management practice and procedures (records lifecycle concepts, retention schedules, legal and regulatory compliance, disaster recovery, etc.) preferably in an academic environment.

Experience in developing, preserving, and managing environment.

Knowledge of standards for digital capture and storage of records, metadata creation and delivery mechanisms.

Demonstrated ability to work effectively with researchers, administrators, and staff.

Successful supervisory experience with staff, volunteers, interns, and student workers.

Excellent written and oral skills

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