

Instruction and Collections Archivist, University Libraries  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=229591>

Downloaded On: May. 9, 2024 2:32pm

Posted Jan. 26, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Instruction and Collections Archivist, University Libraries
<b>Department</b>	Distinctive Collections
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47769">https://www.ubjobs.buffalo.edu/postings/47769</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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As the Instruction and Collections Archivist (Visiting Assistant Librarian), you will provide primary source instruction and engage with campus communities to increase the presence of the [University Archives](#) as a teaching archive on campus. You will assist in accessioning, arranging, and describing (monograph to collection level) archival, manuscript, and backlog material in accordance with accepted standards and best practices. You will supply UB faculty, staff, students, alumni, and the local and global research communities with general and specialized access to the University's extensive cultural heritage materials, through our on-campus reading room, off-campus educational trainings, and access services operations.

As the Instruction and Collections Archivist (Visiting Assistant Librarian), your primary duties will include:

- Providing primary source instruction and outreach to faculty, students, researchers, and the campus community in collaboration with members of the department and other librarians.
- Following national and local best practices, evaluating, appraising, and describing the archival and manuscript collections for University Archives.
- Supervising semester-based student assistants related to University Archives manuscript and archival collection processing.
- Prioritizing and responding to reference requests from University offices, faculty, students, alumni, and outside researchers.

You will report to the University Archivist and work to ensure that all research and services offered by University Archives are evaluated, designed, and reviewed regularly for equitable, inclusive, and accessible access to the collections.

This non-tenure track assignment is expected to last one to three years and is reviewed for renewal on an annual basis.

The University Libraries is a welcoming multicultural environment that serves an increasingly diverse constituency of patrons. Our employees, services, collections, and policies honor and reflect this diversity and we invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

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**About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](https://www.buffalo.edu/).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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