

Assistant Librarian Special Collections Tufts University

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Posted Aug. 25, 2025, set to expire Jan. 4, 2026

Job Title	Assistant Librarian Special Collections
Department	Special Collections
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 25, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
Job Website	https://jobs.tufts.edu/jobs/22244?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Special Collections department supports the research needs of Tufts Arts & Sciences and Engineering academic departments, fostering curricular and co-curricular connections that engage the Tufts community with our special and distinctive collections. The collection at Tisch Library includes medieval manuscripts, incunabula, early printed books from many of the most important figures in printing history, works of early modern science and medicine, travel and exploration, philosophy, religion, history, politics, art, theater, and music; a large collection of 19th century American pamphlets; facsimiles of Japanese and Islamic manuscripts; and personal libraries from important figures in Tufts' history. In the last ten years we have significantly grown the collection through careful acquisition in close partnership with faculty.

What You'll Do

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The Special Collections Librarian provides instruction with special collections materials and contributes to collection development decisions. They design and coordinate outreach activities and events featuring special collections from Tisch, SMFA, and Lilly Libraries. The Assistant Librarian may also participate in the library's liaison program.

Essential Functions:

- Provides direct support to faculty and students through instruction, research consultations, exhibit design, and collection curation.
- Promotes Special Collections initiatives, collections, programming, and services through tours, presentations, publications, social media, and other means.
- With others, develops and maintains calendar of events and programming for Tisch Special Collections, involving Lilly and SMFA staff and collections.
- Conducts research related to collections to support classes, exhibits, and participation in cooperative databases.
- May serve as a liaison to assigned academic departments, leading information literacy instruction sessions, developing collections, and providing research consultations.
- Supervises student workers who support the duties of this position.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Master's degree in Library or Information Science from an ALA-accredited institution; or a Master's degree in history, art history, literature, classical studies, or related humanistic field, with research experience in manuscripts and/or early printed books
- Minimum of 2 years' experience working with special collections
- Ability to plan and organize work effectively and to assign appropriate priorities to tasks
- Excellent organizational and time management skills
- Reliable, detail-oriented, and self-motivated

Preferred Qualifications:

- Reading knowledge of Latin, medieval Latin, French, or Italian
- Experience teaching in an academic library or higher education setting
- Demonstrated facility with design for library outreach
- Coursework in paleography
- Experience using Aeon, Omeka, and Alma

Pay Range

Minimum \$65,900.00, Midpoint \$82,300.00, Maximum \$98,800.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect

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pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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