

Assistant Director for Archives & Special Collections  
Worcester Polytechnic Institute

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Posted Oct. 18, 2017, removed Feb. 22, 2018

<b>Job Title</b>	Assistant Director for Archives & Special Collections
<b>Department</b>	LIBRARY SERVICES
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Oct. 18, 2017
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Library
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**Job Description**

Assistant Director for Archives & Special Collections

Worcester Polytechnic Institute

Department: LIBRARY SERVICES

Position Status: Administrative Exempt Positions

Basic Function:

The Assistant Director for Archives & Special Collections provides leadership, mentorship, and vision for programs and services that document, preserve, and share the rich historical legacy of the WPI community and its cultural and intellectual life through the university's archives and special collections. The Assistant Director has primary responsibility for planning, coordinating, developing, preserving,

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and promoting WPI's university and general archives and rare book and manuscript collections, as well as leading and executing instructional and engagement programs that encourage active scholarship and use of archives and unique and rare collections.

The Assistant Director develops collaborative partnerships across the library, the university, and external organizations to extend the reach and impact of WPI's collections, and to address the major challenges and opportunities facing archives and special collections. As a member of the library's collaborative leadership team, the Assistant Director shares responsibility for developing and implementing library-wide policies, budget, programs, and priorities.

This position is a management position that supervises two permanent professional staff positions, as well as temporary personnel, student workers, and interns.

### Principal Duties and Responsibilities

- \* Manages, plans, initiates, coordinates and assesses a comprehensive program and services of the WPI Archives and Special Collections, working closely with and leading a team of staff, interns, and students.
- \* Leads and delivers instruction and reference services to WPI students, faculty and administration as well as people outside the university, and supervises the day-to-day operations of the reading room and collections management.
- \* Coordinates, develops, and implements best practices in archival and manuscript collections management and access to assure their safety, preservation, accessibility, and integrity, and to encourage research and curricular engagement with archival and special materials.
- \* Actively stewards and shapes the collecting practices of the department to reflect and respond to opportunities that support WPI's mission. Responsible for accessioning and cataloging of donations, maintaining donor and gift files, and overseeing incoming and outgoing loans of archival and special collections materials. In cooperation with the WPI's Advancement staff, receives collections from donors, and works on an ongoing basis with these donors and their representatives.
- \* Develops appraisal and processing strategies with staff for physical and digital collections; sets priorities for processing collections; manage off-site storage of archival records.
- \* Directs staff and students in processing operations, to analyze unprocessed collections, develop appraisal and processing strategies; process collections; prepare descriptive inventories and finding aids for collections; and make finding aids available using best practices.
- \* Working with the Special Collections Curator, plans and coordinates exhibits for the Gladwin Gallery or other exhibit venues at WPI, including online exhibit platforms.
- \* Manages and develops budget proposals for Archives & Special Collections, and identifies and coordinates grant-writing activities to accomplish program goals.
- \* Maintains departmental statistics for reporting, budgeting, and marketing purposes.
- \* Hires, trains, mentors, and supervises professional staff, student assistants and interns.

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- \* Develops and sustains effective relationships with campus, community, and organization representatives, liaisons, and other constituencies. Serves as point of contact for the University Archives services and sustains effective relationships with campus and off-campus partners. Provides support for projects for University administration, the Alumni Association, University Relations, and other departments.
- \* Monitors developments and trends in the curation of archives, records, and special collections in higher education, specifically in academic libraries with particular attention to science, technology, engineering, and mathematics education.
- \* Participates in professional activities at regional, national, and international levels, as appropriate.
- \* Performs additional duties as assigned.

### Position Requirements

- \* Masters degree from a program accredited by the American Library Association or equivalent.
- \* Minimum of 4 years of experience in a professional position within an archives, special collections, or similar repository.
- \* Knowledge of current archival arrangement and description standards and relevant descriptive

Standards (AACR2, MARC, Dublin Core, EAD, DACS), and experience arranging, describing, and preserving archival and manuscript collections.

- \* Strong command of archival theory and best practices, including standards for archival description, preservation, digitization, metadata, digital access, and digital preservation.
- \* Working knowledge of laws and regulations affecting retention, access, and use of institutional records and archival materials.
- \* Working knowledge of a range of format and metadata standards for diverse collections, commercial and open source collections management and repository architectures and platforms, as well as challenges facing libraries and archives, and trends in scholarly communication.
- \* Minimum of 1 year experience providing mentorship and supervision to professional staff.
- \* Excellent oral and written communication skills; ability to advocate for the library to a variety of constituents; positive customer service orientation.
- \* Excellent organizational, analytical, and problem-solving skills with proven success in independently prioritizing work and managing competing deadlines.
- \* Strong user-centered approach and knowledge of assessment tools in decision-making.
- \* Ability to work independently and collaboratively with a variety of staff in a rapidly changing environment.

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- \* Demonstrated record of ongoing activity and contribution (e.g. publications, presentations, service) in professional organizations.
- \* Ability to lift, bend, and reach boxes or volumes weighing up to 40 lbs. repeatedly, including handling these materials while standing on rolling ladders and stepstools.
- \* Preferred requirements: Graduate degree with focus on archives; second graduate degree in a relevant field; teaching experience; experience in grants and donor development and other fund-raising activities; proficiency working with ArchivesSpace and/or other archives collection management systems; experience working with an institutional repository platform such as Bepresss Digital Commons; experience providing reference services in an archives or manuscripts repository; experience working with college or university records; significant experience working with rare books, special collections and/or archives in a university setting.

Posting Date: 10/17/2017

Open Until Filled: Yes

Special Instructions to Applicants:

EEO Information:

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. We are seeking individuals with diverse backgrounds and experiences who will contribute to a culture of creativity and collaboration, inclusion, problem solving and change making.

Criminal Background Check Statement:

A pre-employment criminal records check is required.

To apply, visit: [\[url=http://apptrkr.com/1105689\]](http://apptrkr.com/1105689)<https://careers.wpi.edu/postings/5112>

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**Contact Information**

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

**Contact**

Library Services  
Worcester Polytechnic Institute

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