POSITION VACANCY ANNOUNCEMENT

POSITION: University Archives Associate - (Library Associate 3)

REPORTS TO: University Archivist

SALARY: $44,481 annually. Actual salary will reflect selected professional’s experience and credentials

JOB NO: 505058

DEADLINE DATE: Extended until November 30, 2017, applicants will be reviewed as received

JOB SUMMARY
The University of Florida, George A. Smathers Libraries seeks a University Archives Associate to be part of the Department of Special and Area Studies Collections. Reporting to the University Archivist, the University Archives Associate participates in management of the University of Florida Archives and represents the collections to the University of Florida community as well as patrons, visitors, donors, and the general public. Responsibilities include processing institutional records; managing and enhancing digital collections; providing instruction, orientations, and other education and outreach activities; and providing reference and research services. Coordinates special projects, with attention to promotion, extension and alignment of the University Archive’s with emerging scholarly trends, digital access, and the needs of a preeminent comprehensive, land grant research institution.

To support all students and faculty and foster excellence in a diverse and global society, the University Archives Associate will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientations, and perspectives in work activities

RESPONSIBILITIES
Archival Processing
Participates in all aspects of processing archival materials in all formats (including appraisal, selection, acquisition, arrangement, preservation, and description). Develops processing plans and workflows, particularly for digital materials. Works with the departmental personnel to establish and coordinate workflows and efficient processes. May train and supervise OPS workers, student assistants, interns and volunteers participating in unit projects and collection management activities. Prepares and improves descriptive data for collections.

Collection Management
Consults with the University Archivist to set goals and priorities for developing and improving the University Archives collections. Assists in developing collections documenting institutional history and supporting research and curriculum. Responsible for acquisition and management of born-digital materials, including designing and establishing workflows and maintenance processes. Maintains and analyzes management of technological infrastructure, ensuring continuity of content across platforms, and optimal migration of data. Consults as necessary with preservation and IT personnel. In consultation with the
Collection Services Unit of the department, serves as University Archives liaison regarding physical and digital transfer of materials for collaborative management and access. Interprets policies and procedures, or programs in consultation with University Archivist. Assists the University Archivist, the University Records Manager and the Electronic Records Manager in identifying institutional records with potential historical or cultural relevance to the University.

**Digital Access**
Contributes to web resource development, digitization and metadata projects, or other initiatives. Oversees, maintains and improves digital access of print, manuscript and digital materials, as well as online databases, web pages, Libguides, and social media of the University Archives. Serves as liaison with Digital Production Services to align expansion of University of Florida Digital Collections (UFDC) content with the goals and mission of the University Archives. Coordinates and ensures appropriate metadata for University Archives materials in the UFDC.

**Reference, Instruction, and Outreach**
Develops and participates in outreach programs. Provides reference assistance to patrons, with priority response as needed. Provides general and specialized reference, instruction, and outreach services regarding University Archives. Serves as liaison to campus units, departments, colleges and university support organizations for orientations, information sessions and individual assistance with faculty and student research projects. Manages reference queries by e-mail, phone and in person for university faculty, staff and students; visiting researchers; off-site researchers; and others through knowledge of on-site and online resources. Promotes collections through preparation of exhibits, presentations, programs and other methods of interpretation and dissemination. Participates in programs, events, and outreach of the Special and Area Studies Collections Department, undertakes business travel in support of University Archives initiatives and may at times serve as acting archivist at intervals when the archivist is away from campus.

**OTHER DUTIES AS ASSIGNED**
Serves on library, campus or professional committees. Participates in other departmental activities, including public service and special projects as assigned. Participates in staff development opportunities as needed and keeps abreast of current trends in research and teaching related to collections to gain and maintain knowledge for responsibilities assigned. Performs other duties as needed.

**QUALIFICATIONS**

*Required:*
Bachelor’s degree and six years of related library experience; or a master’s degree and three years of related library experience; or any equivalent combination of experience, training and/or education.

*Preferred:*
- Experience working with institutional records in college or university archives
- Experience applying principles and standards relating to processing and management of college or university records
- Ability to handle library and archival materials, in all formats, with sound judgment regarding care and access to historical items
- Experience with instruction and outreach, including creation of exhibits or public interpretation of historical materials
- Experience creating and/or managing digitized collections and associated metadata
- Experience processing and/or managing born digital archival records
- Knowledge of record retention schedules and records management policies
- Specialization by coursework or experience in history or related field
- Effective and accurate oral and written communications skills
- Project management experience including supervision and training
- Proven ability to work both independently and collaboratively with a variety of audiences, such as faculty, students, administrators, and the general public
- Strong planning and organizational skills
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service, and other work

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF was ranked 9th among public universities in Forbes' “America’s Best Employers 2015” and 9th among “Top Public Schools” in U.S. News and World in 2017. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state's preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the George A. Smathers Libraries at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 5.45 million print volumes, 8,100,000 microfilms, 1.25 million e-books, over 152,000 full-text electronic journals, over 1100 electronic databases, 1.26 million documents and 1.35 million maps and images.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

SPECIAL AND AREA STUDIES COLLECTIONS:
Special and Area Studies Collections encompasses Area Studies Collections, the Map & Imagery Library, and the Special Collections of the University of Florida.

The Area Studies Collections are the Latin American and Caribbean Collection; the Isser and Rae Price Library of Judaica; and the African Studies and Asian Studies collections.

Special Collections include the Baldwin Library of Historical Children's Literature, the Belknap Collection for the Performing Arts, the P.K. Yonge Library of Florida History, the General Manuscript Collection, the Rare Book Collection, and the University Archives.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the “Best Midsize College City in America” by WalletHub and ranked no.
7 on Livability.com’s “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Greater Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

**BENEFITS**

Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at http://hr.ufl.edu/benefits/new-employees/.

**APPLICATION PROCESS**

To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) your current resume or CV; and 3) a list of three references including their contact information (address, telephone number, and email). Extended until November 30, 2017, applicants will be reviewed as received. Submit all application materials through the Jobs at UF online application system at Requisition #505058. If you have questions about the application process please contact Tina Marie Litchfield, tlitchfield@uflib.ufl.edu.

**AFFIRMATIVE ACTION/EEO**

The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.