



Internal/External	External
Position Title	Instruction and Digital Archivist, Assistant Professor
UW System Title and Code	Assistant Professor (C40NN)
FTE	100%
Position Information	<p><u>Work Location:</u> University Library, Albertson Hall 900 Reserve Street Stevens Point, WI 54481</p> <p><u>Supervisor:</u> Dean of University College, Gretel Stock-Kupperman</p>
Department	University Library
Department Description	The University Library is a member of the University College. The mission of the Library is to provide users with information in support of teaching, student learning, scholarly activity and research, and curricular development. The Library utilizes technology to provide on-campus and remote access to its resources. The staff of the Library also provides consultation and advisory services to groups and individuals, and participates in professional activities that enhance the mission of the university at the regional, national, and international levels.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point.
Position Summary	<p>As a tenure-track faculty member of the University Library, the Instruction and Digital Archivist will provide instruction and reference services in the use of the University Archives; provide leadership and management for digital collections; assist in Archives Administration; function as a liaison to academic departments; and engage in scholarship and service. This position reports to the Library Director and works collaboratively with the University Archivist who provides the strategic direction for the Archives.</p>
Required Qualifications	<ul style="list-style-type: none"> - ALA-accredited master’s degree in library/information science; or a master’s degree with an archives sequence. - Experience providing reference service in a university or public service-oriented archives, including basic genealogical research. - Effective instructional skills. - Strong public service commitment. - Demonstrated ability to communicate effectively, both orally and in writing.
Preferred Qualifications	<ul style="list-style-type: none"> - Experience accessioning, arranging, describing, preserving, creating finding aids and deaccessioning archival records. - Knowledge of records management standards, managing the life cycle of records, records retention and disposition schedules, and technical issues related to digital records. - Experience in library instruction. - Ability to instruct and advise university personnel in best practices regarding records. - Ability to plan, manage, and oversee projects, meet deadlines, and prioritize work. - Knowledge of emerging technologies in libraries and archives. - Demonstrated ability to work collaboratively. - Knowledge of metadata standards and schema such as Dublin Core, EAD, and DACS.



- Experience working with a variety of digital content management systems.
- Knowledge of digital project strategies, technologies and standards.
- Experience with library management systems, such as ALMA

How To Apply

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the supplemental “How To Apply” document in the posting for more information.

Anticipated Appointment Date

July 1, 2018

Terms of Employment

This is a tenure-track, 12-month faculty position. Salary will be commensurate with qualifications and experience.

Deadline

To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on April 8, 2018. However, screening may continue until the needs of the recruitment are met.

Required Materials

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:

- Cover letter addressing qualifications and experience
- Curriculum Vitae
- Contact information for three professional references
- Unofficial Transcripts

Official transcripts required of finalists.

For additional information regarding the position, please call or email:

Nerissa Nelson

Chair, Search and Screen Committee

Email: nnelson@uwsp.edu

Phone: 715-346-4204

Position Contact

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:

Anna Golackson-Timblin

Email: human.resources@uwsp.edu

Phone: 715-346-2606

Human Resources Contact

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

Special Notes

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.



University of Wisconsin
Stevens Point

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