**Baylor University**

**University Archivist (Assistant or Associate Librarian)**

The Baylor University Libraries seek applications for the position of University Archivist. This academic professional with faculty status provides leadership, vision, and direction in overseeing the University Archives. Working in The Texas Collection, a dynamic research collection established in 1923 and devoted to collecting Texana, the University Archivist will be instrumental in the development, operation, and promotion of the University Archives and will be an active member of the Baylor University community.

Located in [Waco, Texas](https://www.baylor.edu/hr/index.php?id=951663), Baylor University is the oldest college in Texas. With a population of around 21,000 students, Baylor is one of the top universities in the nation, having just been named an [R1 institution](https://carnegieclassifications.iu.edu/lookup/view_institution.php?unit_id=223232&start_page=lookup.php&clq=%7B%22first_letter%22%3A%22B%22%7D)by the Carnegie Classification in 2022. Baylor is also on the honor roll of the "[Great Colleges to Work For](https://greatcollegesprogram.com/list/colleges/Baylor-University/)" from *The Chronicle of Higher Education.* Baylor offers competitive salaries and [benefits](https://www.baylor.edu/hr/index.php?id=949184) while giving faculty and staff the chance to live in one of the fastest-growing parts of the state. Our strategic plan, [Illuminate](https://illuminate.web.baylor.edu/), guides the University as we continue to live up to Baylor's [mission](https://www.baylor.edu/about/index.php?id=88781#:~:text=The%20mission%20of%20Baylor%20University,commitment%20within%20a%20caring%20community.) of educating men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

The [Baylor University Libraries](https://tinyurl.com/bulstats) support teaching, learning, and research at Baylor University, and consist of the Moody and Jones Libraries; Armstrong Browning Library; Arts & Special Collections Research Center; Institute for Oral History; Keston Center for Religion, Politics, and Society; Library and Academic Technology Services; W. R. Poage Legislative Library; and Texas Collection & University Archives with over 2.5 million volumes, significant holdings in e-journals, e-books, databases, and other digital content.

The [Baylor University Libraries](https://www.baylor.edu/library/mission) are committed to increasing diversity and recognizing, valuing, respecting, and empowering all members of our community. We actively challenge and respond to bias, harassment, and discrimination. We are committed to a policy of equal opportunity to resources, services, and spaces for all persons. The library is a place where differences are welcomed, people are nurtured, all perspectives are heard, and every individual feels a sense of belonging.

**Specific Duties and Responsibilities:**

* Provides leadership, vision, and direction in operating the University Archives
* Directs and oversees the appraisal, acquisition, processing, preservation, and digitization of university records of enduring value in all formats
* Creates finding aids using DACS and keeps informed of national archival standards
* Fields reference and research requests from faculty, staff, students, alumni, scholars, and the general public
* Identifies university archival resources for digitization and coordinates with colleagues in the Riley Digitization Center to implement digitization projects
* Fosters successful relationships with faculty, staff, student organizations, university colleges and departments, university committees, and alumni for acquiring important university records and history
* Promotes the visibility and use of University Archives collections and assists with Texas Collection outreach in all areas including donor relations
* In cooperation with the Director of The Texas Collection & University Archives, develops policies, procedures, and schedules for all phases of University Archives and records management
* Designs and teaches instruction sessions for graduate and undergraduate students, faculty, staff, alumni, local K-12 students, and members of the general public
* Facilitates web archiving program to document the university’s activities using Archive-It
* Participates in planning, policy development, and Texas Collection & University Archives decision making
* Trains and supervises student assistants working on University Archives collections
* Works collaboratively and creatively with library faculty and staff on assigned projects
* Participates in Libraries and University organizations, committees, and task forces
* Meets University expectations for scholarship and service, including active participation in local, regional, national, and international organizations
* Performs other duties as assigned

**Required Job Qualifications:**

* Master’s degree in library and information science from an ALA-accredited institution or equivalent, archival studies, or a related field with a focus on archives management
* 3-5 years’ experience working in a special collections or archives setting with an emphasis on reference services and processing collections
* Demonstrated knowledge of archival theory, trends, standards, and practices and a basic knowledge of preservation techniques
* Demonstrated ability to provide leadership in establishing procedures and developing outreach efforts for the University Archives
* Ability to work independently and collaboratively to complete projects within an established time frame
* Excellent interpersonal and oral and written communication skills
* Supervisory experience

**Desired Job Qualifications:**

* Certification by the Academy of Certified Archivists
* Experience with CuadraSTAR or other archive management system
* Experience with Archive-It or similar web-archiving tool

**Application Instructions:**

All application materials should be submitted through Interfolio.

To learn more about the above position, the University Libraries, and Baylor University, please visit the appropriate URL: <https://apply.interfolio.com/103566>; [www.baylor.edu/library](http://www.baylor.edu/library); or [www.baylor.edu/hr/facultypositions](https://www.baylor.edu/hr/facultypositions). Applications should be received by **April 18** for full consideration.

*Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant’s religion as a selection criterion. Baylor encourages women, minorities, veterans, and individuals with disabilities to apply.*

*EEO/M/F/Vets/Disabled*