TWO YEAR TEMPORARY POSITION

100831 Affiliate Assistant Librarian (Pay Grade 29E) Manuscripts and Archives Department

DEADLINE: August 31, 2012

Description: Reporting to the Head, Manuscripts and Archives Department, this position will be assigned to special processing projects for large congressional collections. The position will work independently to accession, appraise, arrange and describe collections with text, media and electronic records. The position will apply uniform arrangement and description standards for congressional collections, and contribute collection descriptions to special collections databases using established archival standards. The successful applicant will also provide reference assistance and information about the collections, as appropriate, in support of assigned congressional processing projects. The successful applicant will also contribute to University of Delaware Library efforts to expand access to its holdings through the Internet and other digital initiatives, and may contribute to other departmental duties, as assigned.

Qualifications: ALA accredited Master's degree in library/information science with concentration in archival administration. Experience and/or training with textual and electronic records management. Excellent oral and written communication skills for project progress reports and promotion of the collection. Strong organizational skills, project management skills, and the ability to work independently. Ability to perform physical activities associated with archival environments. Familiarity with efficient processing procedures for large collections (MP/LP), as well as DACS, EAD-XML, MARC and other metadata standards. Ability to communicate effectively and to interact well with people of diverse backgrounds. PREFERRED: Knowledge of twentieth-century American history and politics and historical research methods. Supervisory experience. Experience with archival description standards. Knowledge and awareness of current trends in digitization of primary source material for preservation and access. Demonstrated experience with HTML, XSLT, and web applications, EAD, XML, etc.

General Information: The University of Delaware Library makes accessible a broad range of electronic resources, including over 42,000 electronic and print journals, over 320 databases and over 26,000 videos. Library collections which are broadly based and comprehensive include over 2.8 million volumes. The Library has 275 public access workstations, 200 laptop connections and wireless access. The Library is a Member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, Digital Library Federation, OCLC Research Partnership and SPARC. The Library is an Affiliate member of the National Network of Libraries of Medicine (NN/LM) that promotes health information, education and/or access in the Mid-Atlantic Region which includes Delaware, New Jersey, New York and Pennsylvania. More information about the Library is available at http://www.udel.edu/library. Special collection holdings of the University of Delaware Library include books, manuscripts, maps, prints, photographs, broadsides, periodicals, pamphlets, ephemera and realia from the fifteenth to the twenty-first century. Printed collections number more than 200,000 titles and manuscript collections span more than 5,000 linear feet. The collections complement the University’s teaching programs and the Library’s general collections with particular strengths in the subject areas of the Arts; English, Irish, and American literature; history and Delawareana; horticulture and the history of science and technology. The Department has an active exhibition program,
is engaged in several ongoing Web-related activities, including online finding aids to manuscript and archival collections, online exhibitions and digitization of selected collections. Additional information about special collections at the University of Delaware Library is available online at: http://www.lib.udel.edu/ud/spec/.

Appointment: Expect to hire at the entry-level rank of Affiliate Assistant Librarian level.

Benefits: Vacation of 22 working days. Liberal sick leave. Generous flexible benefits program. TIAA-CREF or Fidelity retirement with 11% of salary contributed by the University. Tuition remission for dependents and course fee waiver for employee.

To Apply: Include cover letter and resume, along with the names and contact information of three employment references, in a single document, following University of Delaware application instructions at http://www.udel.edu/udjobs/ by August 31, 2012.

Equal Employment Opportunity
Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html