TITLE: Librarian of Practice IV (Non-Tenure Track Librarian)
Archivist (Grant Funded Position - Twelve month appointment)
Special Collections and University Archives, Rutgers University Libraries

RESPONSIBILITIES: A non-tenure track full-time faculty position beginning immediately and continuing on an annual basis depending on funding. Situated in the Rutgers University Libraries Annex, this person reports to the Head, Special Collections and University Archives, will survey and appraise the papers of Senator Frank Lautenberg (housed in over 2,000 cartons plus digital records), prepare and implement the arrangement and description plan for the collection, and prepare a comprehensive finding aid. Will supervise an archival assistant and graduate student assistants, and work closely with the Head of Preservation. Other duties and responsibilities as appropriate.

QUALIFICATIONS: ALA accredited Master’s degree with archives/manuscripts coursework and/or Master’s degree in history, or an allied field with archives/manuscripts coursework; 2-5 years archival experience working with large collections in a research library; supervisory ability and evidence of effective project planning, management, and completion; and demonstrated ability to apply EAD encoding through completed finding aids for large collections. Processing a collection of this size and scope will also require physically engaging with the collection including lifting boxes weighing as much as 40 lbs as well as climbing rolling ladders/step stools.

SALARY/STATUS: Salary will be commensurate with qualifications and experience in accordance with the specifications of the grant.

BENEFITS: Retirement plans, health, and life insurance, prescription drug, dental and vision plans, tuition remission, and 22 days of vacation.

LIBRARY PROFILE: The Rutgers University Libraries, comprising libraries on the Rutgers University-Camden, Rutgers University-New Brunswick, Rutgers University-Newark and Rutgers Biological and Health Sciences –Rutgers University, all reporting to the Vice President for Information Services and University Librarian, operate as a unified library system with coordinated public, technical services, and collection development programs including digital initiatives and a pioneering institutional repository. The Libraries have highly valued staff of about 300 who are committed to developing innovations in access services, information literacy and digital initiatives. The Libraries operate with a budget of $28 million and outstanding collections especially in jazz and New Jerseyana. The Rutgers University Libraries are a member of ARL, CRL, Lyrasis, Metro, NERL, and VALE, and use Sirsi Dynix and OCLC as primary bibliographic utilities and Fedora repository software. The combined enrollment across all four universities is more than 65,000 students from all 50 states and more than 115 countries working toward degrees in 33 schools and colleges with an overall emphasis on arts and sciences. Rutgers University- New Brunswick supports over 41,000 graduate and undergraduate students, in approximately 100 undergraduate programs, more than 80 graduate/professional programs, and 60 doctoral programs as a Carnegie Classification Research University (very high research activity). Rutgers University is a member of the Association of American Universities and is an ADVANCE institution, committed to increase diversity and the participation and advancement of women in the STEM disciplines. Rutgers is also a member of the Committee on Institutional Cooperation (CIC), the nation’s premier
higher education consortium of top tier research institutions, composed of members of the Big Ten Conference plus the University of Chicago.

Special Collections and University Archives collects, preserves, and makes available rare, unique, or specialized sources to support study and research in the humanities and social sciences; New Jersey state, local, and cultural history; and the history of Rutgers University. The divisions include the Sinclair New Jersey Collection, Manuscripts Collection, Rare Books Collection, University Archives Collection and other special collections such as maps, broadsides, pictorial materials, newspapers, and ephemera. Special Collections and University Archives has system-wide responsibility for the acquisition, public service, and preservation of manuscripts, rare books, the University Archives, and comprehensive New Jersey Collections in all formats. Rutgers is a member of the Research Libraries Group, Association of Research Libraries and American Association of Universities. For further information, please check the website: http://www.libraries.rutgers.edu/rul/libs/scua/scua.shtml

TO APPLY: REVIEW OF APPLICATIONS AND INTERVIEWS WILL BEGIN IMMEDIATELY AND CONTINUE UNTIL THE POSITION IS FILLED. SUBMIT RESUME, COVER LETTER, NAMES OF THREE REFERENCES AND WHERE YOU SAW THE POSITION ADVERTISED TO: Lila Fredenburg (APP. 218), Director of Administrative Services, Rutgers University Libraries, 169 College Avenue, New Brunswick, NJ 08901-1163, email: rulhr@rulmail.rutgers.edu, FAX: 732-932-7637

Rutgers, the State University of New Jersey, is an Equal Opportunity / Affirmative Action Employer. Qualified applicants will be considered for employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, genetic information, protected veteran status, military service or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment.

The Libraries are strongly and actively committed to diversity, and seek candidates who will contribute creatively to the University’s multicultural environment.