

Archivist for Military Heritage

Clemson University Libraries seeks an innovative, collaborative, and service-oriented archivist for military heritage. This temporary lecturer position will be dedicated to working with our military archives. The responsibilities include arrangement and description of archival collections, conducting oral history interviews, and facilitating learning opportunities for students and the public by celebrating and educating on Clemson's military history. This position will collaborate with the Clemson Corps on events, exhibits, and the creation of a historical timeline. The Archivist for Military Heritage will also support the Veterans' Oral History Project in collaboration with the Creative Inquiry team, the Department of History, as well as colleagues in Special Collections and Archives.

This is a 1-year contract, renewable up to 3-years, accountable to the Head of Special Collections and Archives.

Responsibilities include:

- Takes a strategic and creative approach to collecting archival materials relating to military history at Clemson and beyond
- Collaborates with the Special Collections and Archives team, as well as partners including the Clemson Corps, on events, exhibits, and interviews
- Conducts oral history interviews in accordance with best practices
- Appraises, arranges, and describes archival materials
- Collaborates with department, library, and campus colleagues to foster interest in Clemson University's military history through the development of digital resources, programming, and presentations
- Promotes the university's military history through reference, research, and instruction

Please note: This position does not require the development of a research and service portfolio, but those opportunities will be made available to the successful candidate.

Required Qualifications

- An ALA-accredited graduate degree in librarianship or other relevant graduate degree in another scholarly field as deemed appropriate by the Libraries
- One year experience working in an archives or special collections environment
- Demonstrated experience processing archival collections and creating finding aids
- Demonstrated interest in military history
- Demonstrated experience using archival collection management software
- Excellent communication skills, both oral and written

- Proven ability to work collaboratively within, and across, teams

Preferred Qualifications

- Demonstrated experience of oral history professional practices, methodology, theory, and ethics
- Experience with community oral history projects
- Evidence of knowledge of current trends in the archival profession
- Experience with grant writing
- Experience in an academic or research library/archives
- Experience working with institutional records
- Excellent organizational, time, and project management skills
- Working knowledge of ArchivesSpace
- Training and/or supervisory experience

Salary and Benefits

Faculty rank and minimum salary of \$60,000 based on the successful candidate's qualifications and experience. Various medical plans, dental plans, and retirement plans are available. 18 days annual leave, 15 days sick leave, 13 paid holidays, and liberal professional development leave are provided. Library faculty receive an individual stipend for travel or other professional development activity.

Location

Clemson University is an R-1 land grant institution located in upstate South Carolina—a global university with a mission to serve the diverse communities of our state. The recently updated university strategic plan offers a three-tiered strategy to enhance student experience, increase faculty research, and expand the positive impact of the university within communities across South Carolina. Centrally located in the beautiful foothills of the Blue Ridge Mountains, Clemson is in one of the fastest-growing areas of South Carolina, and a two-hour drive from Charlotte and Atlanta.

Application Process

Applicants should electronically submit all applications and related materials via Interfolio: [insert interfolio link]. Required materials include a cover letter, professional curriculum

vitae, and the names and contact information of three (3) professional references. Applications received by [deadline] will be guaranteed consideration.

Closing Statement

Clemson University is an AAO/EO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.