



The Shepard Family Archivist for Neurodiversity

Clemson University Libraries seeks an innovative, collaborative, and service-oriented archivist as our The Shepard Family Archivist for Neurodiversity. This temporary lecturer position will build and make accessible a new collecting area focused on ClemsonLIFE and Neurodiversity that will be housed in Special Collections and Archives (SCA). This will include building on the department's work in conducting oral histories as well as acquiring relevant archival and rare book materials by donation or purchase. The Shepard Family Archivist for Neurodiversity will also contribute to departmental work on reviewing processing procedures, workflows, as well as reference work, to ensure that we are considering neurodiverse perspectives in our work.

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

Responsibilities include:

- Collaborates with ClemsonLIFE and the University Archivist to coordinate the transfer of appropriate institutional records of long-term historical value
- Takes a strategic and creative approach to collecting archival and rare book materials relating to neurodiversity
- Appraises, arranges, and describes archival materials
- Conducts oral history interviews in accordance with best practices
- Collaborates with department, library, and campus colleagues to foster interest in Clemson University's history through the development of digital resources, programming, and presentations
- Promotes the university's history through reference, research, publication, and instruction
- Engages in professional development such as attending conferences, workshops, and webinars related to job functions

Please note: lecturer rank faculty are not required to develop 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
- Two years' experience working in an archives or special collections environment
- Demonstrated experience processing archival collections and creating finding aids
- Demonstrated experience of oral history professional practices, methodology, theory, and ethics
- Demonstrated experience using archival collection management software
- Evidence of knowledge of current trends in the archival profession
- Excellent communication skills, both oral and written
- Proven ability to work collaboratively within, and across, teams

Preferred Qualifications

- Experience in an academic or research library/archives
- Experience working with institutional records
- Experience with community oral history projects
- Knowledge of the rare book trade
- 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: <http://apply.interfolio.com/157424>. 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.