

## University Archivist

**Clemson University Libraries** seeks an innovative, collaborative, and service-oriented **University Archivist**. The archivist will provide leadership and expertise in archives and records administration, access to university records and archives in all formats, and instructional activities and research support. The University Archives serves as the official “institutional memory” of the university, providing long-term preservation and access to the collection documenting its development and history and is part of the Special Collections and Archives department.

Library faculty are members of the academic community, with responsibilities in the areas of librarianship, scholarship, and service. This is a 12-month tenure-track position accountable to the Head of Special Collections and Archives.

### 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 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 providing instruction with primary sources
- Excellent organizational, time, and project management skills
- Working knowledge of ArchivesSpace
- Training and/or supervisory experience
- Familiarity with oral history methodology

### Salary and Benefits

Faculty rank and minimum salary of \$65,000 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.

### Application process

Applicants should submit all applications and related materials via Interfolio:

<https://apply.interfolio.com/143485>. Required materials include a cover letter, professional curriculum vitae, and the names and contact information of three (3) professional references.

Review of materials will begin immediately. Applications received by **April 25, 2024**, will be guaranteed consideration.