**Title:** **Archivist/ Digital Services Librarian**

**Reports to:** **Head Librarian**

**Post date: Nov. 6, 2011**

*This position will remain open until filled, and screening of applications will begin immediately. The position will be available immediately.*

**Description:** Philander Smith College Library seeks a knowledgeable, creative, and user-oriented colleague for the position of Archivist / Digital Librarian. The individual will provide leadership, planning, and management of the Archives and special collections. S/he will also oversee management of the library’s electronic serial resources. This is a full time twelve-month position.

**Duties include:**

* Manages the Archives program, including the acquisition, appraisal, and administration of permanent materials in any format relating to the College and its activities, policies, students and personnel.
* Assists in developing written policy statements and procedural guidelines for the collections; provides reference service and outreach to the campus and general public
* Promotes the use and understanding of the collections to researchers, students, and alumni
* Assists in the management and procurement of electronic serials and E-books
* Acts as liaison to assigned academic departments
* Other duties assigned as needed

**Minimum Qualifications:**

* Master of Library Science Degree from an ALA-accredited program. Interested Candidates who are currently enrolled in the MLS program may also apply.
* Excellent interpersonal and communication skills
* Familiarity with emerging Web and information technologies

**How to Apply: Submit (no phone calls) letter of interest, resume, copy of transcript and name, address and phone number of three professional references to:**   
  
 Philander Smith College

Mr. Christopher Newton

Director of Human Resources

900 Daisy Bates Drive

Little Rock, Arkansas 72202

[humanresources@philander.edu](mailto:humanresources@philander.edu)

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