**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

*Philander Smith College is an equal opportunity employer and does not discriminate applicants or employees based on their age, race, sex, national origin, ethnicity, veteran status or religion.. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify*