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| **ALABAMA STATE UNIVERSITY****invites applications for the position of:** **Associate Archivist** |

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| **SALARY:** Negotiable

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| **OPENING DATE:** 02/12/13 |
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| **CLOSING DATE:** Continuous |
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| **JOB DESCRIPTION:** |
| Alabama State University, Academic Affairs/University Library, invites applications for the position of Associate Archivist. The selected applicant will, under supervision of the University Archivist, assist the staff in the maintenance, organization and promotion of archival materials. Duties of this position are: accession, arrange, describe and otherwise process collections, to include organizing the materials and conducting necessary conservation practices, re-housing documents in acid-free folders and containers, creating and inventory, and preparing a collection guide according to local and professional standards; collaborate with the Archivist in setting and carrying out departmental policy; fine tune preservation practices; monitor research use of the collections; show a familiarity with copyright issues involved in digitization; research, plan and execute exhibits and assist in other archival outreach efforts; coordinate and assist in collection-specific activities and functions; serve as a support staff member for answering archive reference requests; assist the Archivist with maintaining website, iTunesU Beyond Campus, YouTube websites, other digitization projects and perform other duties as assigned.  |
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| **MINIMUM QUALIFICATIONS:** |
| Master’s degree in Library Science, Archives Museums, Political Science or History from an ALA accredited institution with coursework in Archival Management and 2 years of archival experience are required or an equivalent combination of education and experience.  Lifting moderately heavy materials and exhibit props on a routine basis are also required.    |

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| APPLICATIONS MAY BE FILED ONLINE AT: <http://www.alasu.edu/hr>PO Box 271 Montgomery, AL 36101 334-229-4667 jobs@alasu.edu  | Position # ASSOCIATE ARCHIVIST  |

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