 **Atlanta University Center—Robert W. Woodruff Library**

**POSITION ANNOUNCEMENT**

**www.auctr.edu**

**Information Technology Librarian**

**POSITION SUMMARY:**

Are you interested in working for an award-winning library? Then consider the Atlanta University Center Robert W. Woodruff Library, winner of the 2016 Association of College and Research Libraries (ACRL) Excellence in Academic Libraries Award. Our organizational culture is represented by a staff of engaged and highly motivated individuals and is one in which entrepreneurial thinking is encouraged. To continue our excellence in program and services, the Library is seeking candidates to fill the position of Information Technology Librarian. This is a newly created full-time grant funded position. The incumbent will assist with the implementation of a pilot initiative to make unique collections from the Atlanta University Center Woodruff Library, the Clark Atlanta University Art Museum, and the Spelman College of Museum Fine Art accessible through web publishing platforms. The grant is extended over a three year period.

**DUTIES & RESPONSIBILITIES:**

* Works with the Museum Education Coordinator, archivists, librarians and museum directors to identify and describe collection materials for uploading onto shared digital portal in all formats, preparation of an electronic finding aid, catalog records, indexes, and database maintenance.
* Performs research to accurately identify, date, and describe objects, documents and publications.
* Implements and maintains a wide range of technologies to support the AUC GLAM Portal and online exhibitions.
* Provides support for integrated library systems, collection management systems and other web-based applications associated with the shared portal.
* Describes, catalogs and uploads audio, video and image files for access in the shared portal.
* Assists with developing promotional materials related to the project including articles and presentations as well as social media posts on Twitter, Facebook and Instagram.

**QUALIFICATIONS:**

* MLS/MLIS degree from an ALA-accredited library school or relevant Master’s Degree
* Minimum of one (1) year directly relevant professional experience working with information technology and/or library systems
* Familiarity with current museum and archival theory, practice and standards.
* Familiarity with metadata standards including EAD or Dublin Core.
* Demonstrated knowledge of open source web-publishing platforms including Omeka.
* Ability to work independently and effectively as part of a team.
* Ability to perform physical activities associated with the archival environment including: operating a personal computer and keyboard, printers, telephone, facsimile, and other office equipment and moderate lifting and moving objects.
* Strong written and verbal communications, interpersonal and computer skills.
* Proficiency in Microsoft, Excel, Outlook and PowerPoint.
* Ability to work independently and effectively as part of a team.
* Effective collaboration skills to work successfully with internal and external stakeholders.
* Professional demeanor with the ability to interface with internal and external customers with diplomacy and tact.

**PREFERRED:**

* Knowledge of 20th century African American history, literature and culture
* Experience supporting and maintaining library systems, institutional repositories
* Familiarity with digital collection management software systems including EmbARK or The Museum System (TMS).
* Ability to deliver creative content on social media platforms including Twitter, Facebook, and Instagram
* Knowledge and experience with project management techniques and tools including software.

**SALARY & BENEFITS:**

Salary commensurate with experience; benefits include medical, dental, vision, life, company paid disability plans, company match retirement plan (TIAA).

**APPLICATION PROCEDURE;**

Interested applicants should submit a letter of application and resume online to the Human Resources Department at careers@auctr.edu. Please include three professional references and salary requirements. This is a non-faculty/non-tenure position. The position will remain open until filled.

**ABOUT THE LIBRARY:**

**The Atlanta University Center - Robert W. Woodruff Library** supports the teaching and learning missions of four institutions of higher learning that comprise the world’s largest consortium of HBCUs—Clark Atlanta University, the Interdenominational Theological Center, Morehouse College, and Spelman College.  Conveniently located and easily accessible to the campuses, the Woodruff Library is the center of the intellectual and social life at the Atlanta University Center.

The Atlanta University Center – Robert W. Woodruff Library is an Equal Opportunity Employer. To learn more about our Library and to view the job description visit us online at [www.auctr.edu](http://www.auctr.edu).