



WEST VIRGINIA STATE UNIVERSITY

Archives Librarian Drain-Jordan Library

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Drain-Jordan Library of West Virginia State University is looking for an energetic, tech savvy, and service-oriented candidate for the position of Archives Librarian. This is an at-will, non-essential, FLSA non-exempt, full-time, benefits eligible position.

Responsibilities for the Archives Librarian

Responsibilities include the management of all aspects of the Archives & Special Collections Department, including administrative management, virtual and physical maintenance of paper and digital collection; coordination and management of a program of digital, multimedia and paper-based records and historical documents, and the supervision of staff and students working in the Archives department. This position assists the Director and library staff in providing courteous and efficient customer service to library patrons.

Requirements for the Archives Librarian

A Master's Degree from an ALA-accredited Library Science program is required with a specialization in Archives and/or Records Management. Two or more years of related experience in an Archives or Special Collections department in a university or research library is preferred. Knowledge or coursework in local history with a special emphasis on African Americans is a plus.

Salary Statement

Salary will be commensurate with experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, copies academic transcripts, and the names and email addresses or phone numbers of three professional references by August 15, 2022. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.