

Sul Ross State University
Position Description

Official Title: Archivist

Salary Group: Unclassified 2

Job Code: 3250

Summary

The Archivist of the Archives of the Big Bend will transform and invigorate archival services at Sul Ross State University, including reimagining service provision and the building of successful relationships to ensure a robust program of reference services, processing, outreach, education, materials acquisition, access, and preservation. The Archivist will advocate in developing comprehensive strategies to serve users and to integrate the Archives of the Big Bend further into the mission of the University while addressing needed policy and procedure updates and a backlog of valuable holdings.

The collection area of the ABB includes the Trans-Pecos of Texas and corresponding border area of northern Mexico. The holdings include manuscripts; records of businesses, organizations, and individuals; photographs; maps; oral histories; newspapers; books; digital files; and the University Archives, including records created by departments, offices, programs, and committees, as well as the material of individual faculty, staff, students, student groups, and alumni. Under direction of the Director of the Library and Archives and in collaboration with the Division of Educational and Cultural Resources, this Archivist will provide day to day oversight of the general operations of the ABB, as well as for activities related to archival processing, research services, access services, facilities management, fundraising and development, and community outreach.

Duties

- Develops, and implements procedures for the acquisition, processing, digitization, and preservation of archival materials, including an assessment of previously cataloged and backlogged holdings.
- Assesses, develops, arranges, and describes archival collections in accordance with accepted standards and practices.
- Creates finding aids using contemporary tools in accordance with national standards and insures the quality and utility of finding aids created by other staff.
- Works cooperatively with appropriate staff to promote collections and develop instructional and outreach programs and activities to ensure ABB services are known and accessible to a culturally varied and largely regional population of donors and patrons.
- Works cooperatively with appropriate staff to ensure coordination of collection development and to develop strategic approaches to description, metadata, and born digital collections.
- Appraises potential collection additions and makes recommendations for acquisition of new collections and de-accessioning of existing collections.
- Provides administrative support for archival reference and research inquiries.
- Prepares statistical and other reports as needed or assigned.
- Participates in budget planning and management of Archives accounts.
- Provides guidance in identifying and soliciting funds, including grant proposal writing, as appropriate.
- Participates in campus committees, contributes to the profession, and engages in professional development.
- Performs other reasonable duties as required. Some night and weekend duty may be required.

Desired Qualifications

- Must be creative, flexible, broadly focused, and adventurous to expand or shift responsibilities to meet evolving needs.
- Outstanding ability to establish positive, enthusiastic, and productive collaborations working with a wide variety of constituencies and colleagues including the general public, researchers and writers, faculty, students, administrators, and national organizations.
- Demonstrated knowledge of commonly used research tools for contemporary archival and special collections research.
- Experience with grant development.

- Familiarity with digital scholarship programs and other archival repository platforms.
- Capacity and commitment to engage independently in continuing professional development.
- Strong commitment to diversity, equity and inclusion and a desire to work in and foster a collaborative, respectful culture.
- Demonstrated knowledge of the history of the Big Bend/Trans Pecos region of Texas and corresponding area of Northern Mexico and the ability to speak and read Spanish.

Supervision

- Received: Reports to the Director of the Library and Research Technologies
- Given: May supervise student assistants and volunteers whose duties are to collect, process, and make available the collections of the Archives

Education

- Master's degree from an ALA accredited library or information science program with a concentration on archival studies or special collections.

Experience

- Demonstrated knowledge of current archival theory and accepted best practices.
- Experience in one or more of the following areas of special collections and archives: collection development, archives, user services, outreach programs, or donor development.
- Excellent interpersonal skills; strong and effective written communication skills.
- Ability to work independently; evidence of ability to initiate and carry projects through to completion.
- Demonstrated ability to contribute collegially and productively in a team environment.
- Project management experience.