



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position: A04065**

**Date: 10.04.21 (Reposted)**

## **ADMINISTRATIVE POSITION ANNOUNCEMENT**

**TITLE OF POSITION/RANK:**

**Head of Archives and Special Collections**

**DEPARTMENT:**

**Walsh Library  
Rose Hill**

### **POSITION SUMMARY:**

The Fordham University Library is seeking applications for proactive and creative candidates for the position of Head of Archives and Special Collections.

The Head of Archives and Special Collections reports to the Director of Libraries, and administers the special collections of the University Libraries, and the archives of Fordham University, a collection of more than 28,000 rare books, 4,200 linear feet of archival material, as well as Medieval and classical manuscripts, art works, photographs, and diverse collections. ([https://www.fordham.edu/info/27396/archives\\_and\\_special\\_collections](https://www.fordham.edu/info/27396/archives_and_special_collections))

All librarian positions at Fordham University are non-tenured and hold the rank of Administrator. This position will be based at the Rose Hill Campus.

### **ENVIRONMENT**

Founded in 1841, Fordham University's 90-acre Rose Hill campus sits on the site of the original 18<sup>th</sup> century Rose Hill Manor. Fordham University is an R2 (Doctoral University-Higher Research Activity) Carnegie Classification institution in the Jesuit tradition. The University consists of four Undergraduate and six Postgraduate schools on three campuses. The Fordham University Rose Hill campus is easily accessible via bus, subway, Metro-North commuter rail and car. Parking is available to faculty and staff on the Rose Hill campus.

### **RESPONSIBILITIES:**

- Oversees and works with the Conservation Librarian on the preservation of the rare book collection, as well as other items in the University collection.
- Evaluates, organizes, and inventories the archive and manuscript collections.
- In collaboration with the Digital Services Manager, the Metadata Librarian and other stakeholders the Head of Archives and Special Collections creates and manages specific digital collections based on materials from the archives and special collections and other sources.
- Collaborates with the Head of Cataloging on the cataloging of special collections.
- Creates programs and exhibitions, in the libraries and online.
- Conducts group tours and class visits of the archives and special collections.
- Works with the University President's Office, Development, Athletics, and other departments to support special events.
- Assists alumni of Fordham University.
- Issues permissions and releases for items or images used in publications and exhibitions.
- Processes donations.
- Operates digital equipment including scanners and cameras.
- Oversees and implements disaster planning.
- Supervises professional library staff and student workers in Archives and Special Collections.



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## **QUALIFICATIONS:**

- ALA accredited Master's degree in Library or Information Science.
- Second Master's degree (or in progress), or ACA Archival Certification.
- Experience with Digital Collections and content management software.
- Knowledge of standards and best practices relating to digital preservation, digitization of materials, copyright, and metadata schemes.
- Knowledge and understanding of key issues, trends, and emerging technologies in special collections, archives and primary sources in academic research libraries.
- Hands-on experience digitizing material using scanners, cameras and software such as Adobe Acrobat, ABBYY FineReader and/or Photoshop.
- Familiarity with metadata standards and xml.
- A commitment to access for research and teaching and a strong commitment to public service.
- Three years' experience in archives or special collections in a university setting.
- Supervisory experience in a library or other academic setting.
- Knowledge of preservation issues.
- Excellent written and oral communication skills.
- Ability to promote collegiality and collaborative relationships in the library, the University and the academic arena beyond.
- Ability to adapt to shifting needs and priorities of the library and the University.
- Occasional assignments on other Fordham campuses, if necessary.
- Willingness to adjust schedule to accommodate occasional evening or weekend events in Special Collections.

## **SALARY:**

**Commensurate with experience.**

## **FLSA CATEGORY:**

**Exempt**

## **STARTING DATE:**

**January 2022**

## **HOURS:**

**9:00 A.M. TO 5:00 P.M, Monday to Friday**

## **SEND LETTER & RESUME:**

**[libraryadministration@fordham.edu](mailto:libraryadministration@fordham.edu)**

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.  
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*