



COLUMBUS STATE UNIVERSITY

The Schwob Memorial Library at Columbus State University seeks applicants for a Visiting Archivist for Photographic Collections. This position is a one year appointment with faculty rank.

The position will primarily oversee the processing of a recent acquisition of historic photographs. This includes surveying the collection to assess condition, address preservation needs, compile descriptive metadata, and uploading to the Digital Archives powered by Omeka. The candidate will engage in outreach efforts to promote this new collection. The candidate may also lead and coordinate a team of student assistants and volunteers for this project.

Responsibilities

Responsibilities include but are not limited to:

- Follows specialized, established procedures for processing archival acquisitions
- Upload digitized photographs and metadata to the Digital Archives
- Participates in outreach efforts including social media, newsletter, and programming
- Participates in the maintenance and preservation/conservation of materials
- Trains and supervises student assistants and volunteers as appropriate

Required Qualifications

Minimum qualifications include:

- An ALA-accredited MLS/MLIS, MA in History, or a related field
- Experience processing archival photographic collections
- Knowledge of archival theory and methodology including arranging and describing archives and manuscript collections
- Familiarity with digital asset and collections management applications such as Omeka, Archives Space, and ContentDM
- Proficiency with computers and software applications such as Microsoft Office and Photoshop
- Ability to think creatively, take initiative, solve problems, and work independently
- Strong interpersonal and communication skills, with the ability to collaborate effectively with faculty, staff, students, and the community; strong commitment to customer service
- Ability to lift up to thirty pounds

Preferred Qualifications

Supervisory experience and experience working in an academic or special collection archive are preferred.

Proposed Salary

The annualized salary range is \$50,000 to \$55,000.

Required Documents to Attach

- Cover Letter/Letter of Application
- Resume/CV
- Unofficial Transcripts

Contact Information

If you have any questions, please contact the Human Resources Office at 706-507-8920 or email to hr@columbusstate.edu.

Conditions of Employment

Successful completion of a criminal background investigation and legal authorization to work in the US prior to employment is required.

Equal Employment Opportunity

Columbus State University is committed to recruiting, supporting, and fostering a sense of belongingness for a diverse, equitable, and inclusive community of outstanding faculty, staff, and students and is an Equal Opportunity/Affirmative Action employer. It is the policy of Columbus State University to recruit, hire, train, promote, and educate persons without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status.

Special Applicant Instructions

Review of applications will begin immediately and will continue until the position has been filled. All applications and required documents must be submitted using Columbus State University's online employment site and a complete packet must be submitted for full consideration. If applicable, any international transcripts must be evaluated by an approved foreign credential evaluator prior to submission.

To submit your application please visit: <https://www.columbusstate.edu/jobs>