



### **Digital and Preservation Archivist**

Clemson University Libraries seeks an innovative, collaborative, and service-oriented Digital and Preservation Archivist. The archivist will provide leadership and expertise in digital archiving and electronic records management, as well as digital preservation for the Special Collections and Archives. The unit is comprised of the Manuscript Collections, University Archives, Records Management, and Rare Books. The Special Collections and Archives, distinguished for its strong collections in university history, agriculture, and textile history, is part of the Clemson University Libraries.

Clemson Libraries provides a unique opportunity to the right individual. As a relatively young R1 library, we are in the process of redefining ourselves, engaged in discussions with students and faculty to determine what programs and services should be created or expanded. Currently we are focused on expanding digital literacy efforts, developing new and innovative programs to support graduate students and faculty, and building digital and archival collections in the key areas of agriculture, architecture, athletics, textiles, and military history, all in the context of equity, diversity, and inclusion. We have completed a master plan to renovate the main library building to provide more welcoming, technology enhanced spaces.

Library faculty are members of the academic community, with responsibilities in the areas of librarianship, scholarship, and service. This is a 12-month tenure-track position accountable to the Head of Special Collections and Archives.

*Responsibilities include:*

### **Digital and Preservation Archivist**

- Manages the digital conversion and online delivery of born-digital and digitized archival collections in collaboration with appropriate library partners
- Develops and implements policies, standards, and procedures for the management of the digital content within the Special Collections and Archives, including but not limited to:
  - Digital materials on current and legacy physical media, including hard drives, floppy disks, compact disks, and others.
  - Web-based material, particularly with reference to the University Archives materials and those related to donors including websites, email, and social media.

- Implements standards and best practices for metadata in collaboration with appropriate library partners
- Integrates proper digital forensic tools in order to help ensure authentic and appropriately protected archival materials
- Manages the conversion of analog formats and audiovisual materials
- Coordinates with Records Management on the training of electronic records management and preservation
- Engages in professional development such as attending conferences, workshops, and webinars related to job functions

### **Research, Scholarship, and Creative Activities**

- Develops a focused program of high quality research and creative accomplishments, consistent with professional responsibilities and the Libraries' mission and goals

### **Service**

- Actively participates and demonstrates leadership in professional responsibilities that serve the Libraries, University, profession, and community

### **Required Qualifications/Experience:**

- ALA-accredited graduate degree in librarianship; or an SAA-accredited graduate degree in archives administration or records management; or a relevant, accredited graduate degree as deemed appropriate by the Libraries
- Two years' experience with digital preservation in some aspect of archives, special collections, or records repository
- Demonstrated knowledge of digital archives and emerging digital curation practices
- Demonstrated knowledge of national preservation standards and best practices
- Demonstrated excellent oral, written, and interpersonal communications skills
- Demonstrated ability to learn new technologies and standards
- Demonstrated commitment to diversity, equity, and inclusion
- Ability to work effectively in a diverse team environment and individually, to balance priorities, and to set and meet deadlines
- Ability to lift 40 lbs. and meet other physical demands of the position

### **Preferred Qualifications/Experience:**

- Experience in an academic or research library
- Experience with digital preservation tools such as Preservica, Bitcurator, or Archive-It
- Experience designing instructional and training content
- Experience working with archival collections, research, and outreach in a digital environment
- SAA Digital Archives Specialist certificate

## **Application Instructions:**

Applications will be submitted through Interfolio: <https://apply.interfolio.com/93785>. Through this website, applicants will be required to submit their vita, a cover letter, and three reference contacts.

Applications received by October 1, 2021 will be assured full consideration, but we will continue to monitor applications that are received after this deadline.

## **Location**

Clemson University is a major, land-grant, science and engineering-oriented research university in a college-town setting along a dynamic Southeastern corridor. Ranked as one of America's Top 25 Public Universities by *U.S. News & World Report*, Clemson is an inclusive, student-centered community characterized by high academic standards, a culture of collaboration, school spirit, and a competitive drive to excel. Centrally located in the beautiful foothills of the Blue Ridge Mountains, Clemson is in one of the fastest-growing areas of South Carolina, and a two-hour drive to Charlotte and Atlanta.

## **Salary and Benefits**

Faculty rank and a minimum salary of \$61,000 based on the successful candidate's qualifications and experience. Various medical plans, dental plans, and retirement plans are available. 18 days of annual leave, 14 days of sick leave, 12 paid holidays + 1 optional holiday, and liberal professional development leave are provided. Library faculty receive an individual stipend for travel or other professional development activity.

## **Diversity Statement**

Clemson University Libraries seeks to best serve our community through creating an environment in which diverse ideas and perspectives come together to achieve common goals. We are committed to the practice of inclusion as it is essential to the continued success not only of Clemson University but of the library and information science profession. We embrace Clemson's core values of integrity, honesty, and respect, and add to those the ideals of compassion, dignity, and historical awareness so that Clemson Libraries' staff, collections, spaces, and services inform the interest, information, and enlightenment of all who we serve.

## **Closing Statement**

Clemson University is an AAO/EO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.