



University Library

Office of the Dean
MSC 3475
New Mexico State University
P. O. Box 30006
Las Cruces, NM 88003-8006

New Mexico State University Library Position Announcement

Department: Library Archives & Special Collections
Position Title: Department Head –Posting #2011005096
Rank: Associate Professor or Professor, 12month position (Tenure Track)
Date Position Advertised: December 06, 2011
Salary: Commensurate with Education and Experience

QUALIFICATIONS:

Required: MLS from an ALA-accredited program or a minimum of a master's degree in a related field; minimum of five years of progressively responsible professional experience which includes recent, successful management of an archives or special collections unit; knowledge of archival theory and methodology; experience with national standards in handling of manuscripts, archives and rare books; experience acquiring, organizing and providing reference service for archives, manuscripts and special published materials; excellent interpersonal, written, and oral communication skills; problem solving and organizational skills; ability to work as a member of the Library's management group; tenured or eligible for tenure at time of hire.

Preferred: Experience in developing, implementing and administering policies in support of user and departmental needs including strong public services, collection development, fund raising, and technical processing programs. Demonstrated project management experience. Experience with the development and implementation of digital initiatives. Successful experience in writing and administering funding proposals. Solid understanding of the land grant research university environment; strong record of professional accomplishments; additional graduate degree in humanities or social sciences.

Responsibilities: Reporting to the Associate Dean, the Department Head for Archives and Special Collections is a 12-month faculty position with administrative responsibilities for the operation of the department and its five units. Specific duties include: manage and develop four FTE faculty and five FTE staff plus student employees; develop and communicate goals and objectives for the department; identify priorities for collection development and preservation; formulate procedures for acquiring, processing, preserving, and making accessible the department's collections; promote use of the collections, donor relationships and grant support for the activities of the department; participate in the library's management group, taking a broad library-wide perspective while representing the department's needs; serve on library and campus committees. Works closely with the library dean and development officer in a highly collaborative setting. As a member of the library faculty will pursue an active and ongoing program of professional development, research, service, and extension and outreach appropriate for his/her rank at the university.

Further Information:

Archives and Special Collections Department web pages: <http://lib.nmsu.edu/depts/archives/>

NMSU Library home page: <http://lib.nmsu.edu/index.shtml>

New Mexico State University home page: <http://www.nmsu.edu/>

Benefits Offered: Group medical and hospital insurance, group life insurance, long-term disability insurance, state educational retirement, workers' compensation, sick leave, annual leave, and unemployment compensation.

Opportunity for educational advancement. For additional information, visit the NMSU Employee Benefits web page <http://hr.nmsu.edu/benefits>.

To Apply: Qualified applicants should submit a cover letter stating qualifications, a resume, unofficial transcripts and names, addresses, (including e-mail), and telephone numbers of three references to Leticia Phetteplace, HR Liaison, e-mail leti@lib.nmsu.edu.

Review of applications will begin February 1, 2012, applications received after this date may be considered. Incomplete applications will not be considered. Finalists for this position may be required to provide official transcripts of MLS and highest degree earned. For additional information, please visit <http://www.nmsu.edu/~personel/postings/faculty/> .

All offers of employment, oral and written, are contingent on the university's verification of credentials and other information required by federal law, state law and NMSU policies/procedures, and may include the completion of a background check.

NMSU is an Equal Opportunity/Affirmative Action Employer.