



EMORY
LIBRARIES



Information Session

Join Our Information Session: University Archivist

Date: April 15, 2026

Time: 3:00-4:00 PM (ET)

Details: Learn more about the position what we're seeking in the next University Archivist.

If you're interested and available to join, please register here to receive the Zoom webinar link:

[🔗 University Archivist Webinar](#)

Essential Responsibilities and Duties

- Develops University Archives collections in accordance with the records retention policy and current collection development strategies.
- Represents University Archives interests in University-wide developments related to digital curation, digital preservation and storage, and use of records of all kinds in all formats.
- Promotes engagement with the collections, in collaboration with internal and external partners, through outreach that includes public programming, exhibitions, social media, and innovative forms of engagement.
- Contributes to instruction and researcher services, creating a direct and vital connection to researcher, faculty, student, and community interests and demonstrating a commitment to teamwork.
- Participates as a member of the library and university community by maintaining visibility on campus, serving on various committees, and incorporating literary collections in the cultural life of the university.
- Contributes to the library and professional community through committee service, conference presentations, and/or scholarship.
- Manages 1 FTE

University Archivist

Reporting to the Assistant Director of Collection Development, the University Archivist is responsible for the development, management, and promotion the records of Emory University and its affiliated organizations, including materials that document the history of Emory, its founders, administration, faculty, students, and alumni/ae. These collections, held in the Rose Library, include the records of administrative offices and academic departments, administrators and faculty, student life offices and student organizations, Emory publications, early Emory history, and web archives. The University Archivist is responsible for supervising the Records Manager and provides general guidance and leadership on records management as appropriate. As part of the Collection Development team at Rose Library, the University Archivist plays a significant role in setting strategic directions for Rose Library's Collections, and works alongside colleagues to connect collections with a broad and diverse audience.

Flexible Workplace

This position offers some possibility for flexible work arrangements; however, the expectation is that the successful candidate will work primarily on-site.



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Application Procedures

Interested candidates should review the applications requirements and apply online at Interfolio <https://apply.interfolio.com/183944>

Applications may be submitted as Word or PDF attachments and must include:

- 1) A **cover letter that includes a statement of interest**, describing your qualifications and relevant experience, as well as your interest in this position and in contributing to the mission and values of Emory.
- 2) A **current resume or curriculum vitae (CV)** detailing your educational background and relevant professional experience.
- 3) On a separate document list the names, email addresses, and telephone numbers of **3 professional references** including a current or previous supervisor.

Candidates applying by April 27, 2026, will receive priority consideration.

Review of applications will continue until the position is successfully filled. Emory is an Equal Opportunity/ Affirmative Action Employer and encourages applications and nominations from women, minorities, people with disabilities, and veterans.

Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law. Emory University does not discriminate in admissions, educational programs, or employment, including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action (for protected veterans and individuals with disabilities). Inquiries regarding this policy should be directed to the Emory University Department of Equity and Civil Rights Compliance, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

Emory University is committed to ensuring equal access and providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to seek a reasonable accommodation, please contact the Department of Accessibility Services at accessibility@emory.edu or call 404-727-9877 (Voice) | 404-712-2049 (TDD). We kindly ask that requests be made at least seven business days in advance to allow adequate time for coordination.

Qualifications

Required Qualifications

- ALA-accredited master's degree in Library and Information Science OR equivalent education and relevant library experience.
- Minimum of two years of experience with University or institutional archives management.

Preferred Qualifications

- Demonstrated ability to work collaboratively in a team.

Salary:

Commensurate with qualifications and experience

Position Availability:

Immediately

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to:

<http://www.hr.emory.edu/eu/benefits/>.

Emory University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action. For more information, see:

<https://equityandcompliance.emory.edu/civil-rights-compliance/vevraa-and-section-503/eoaa-statements.html>



More about Emory's Benefits

- Emory provides financial incentives for your participation in healthy activities. Healthy Rewards and Incentives: www.hr.emory.edu/eu/rewards/healthy-incentives/index.html
- Paid Parental Leave – Emory University provides paid parental leave to eligible staff employees who experience the birth or adoption of a child, up to 6 weeks.
- Emory offers 11 holidays per year.
- Three (3) Winter Recess Days (falls between Christmas and New Year's) – paid leave.
- Emory supports a variety of flexible work arrangements to increase the agility of our workforce, and to improve work-life effectiveness.
- Emory offers Tuition Reimbursement: www.hr.emory.edu/eu/benefits/faculty-staff/uition-reimbursement/index.html
- Courtesy Scholarship available to eligible Emory employees and their family members <https://www.hr.emory.edu/eu/benefits/faculty-staff/courtesy-scholarship/index.html>
- Emory offers 403(b) retirement programs with Fidelity Investments and TIAA-CREF.

About Emory Libraries

STUART A.
ROSE | MANUSCRIPT
ARCHIVES
& RARE BOOK LIBRARY



Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. The WHSC Library has institutional memberships with the Association of Academic Health Sciences Libraries

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

For information about Emory Libraries, please go to <https://www.emory.edu/home/academics/libraries.html>

About Emory University



Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,332 undergraduates and 7,687 graduate and professional students.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, over 500,000 electronic journals, over 2 million electronic books, and internationally renowned special collections.

For information about Emory University, please go to <https://apply.emory.edu/discover/facts-stats/emory.html>



About the Surrounding Community

Emory's Atlanta campus is centrally located in the metro-Atlanta neighborhood of Druid Hills. You'll be just a short drive away from renowned research centers, museums and music venues, global corporations, and a world of opportunity that you can only find here.

Nowhere else can you find hip-hop and history, Fortune 500s and flowering magnolias all in one place. The birthplace of Martin Luther King Jr., Atlanta is home to former US President Jimmy Carter, the CDC, Coca-Cola, and chicken and waffles, there's nowhere quite like Atlanta. Here, you'll make personal discoveries and professional connections to last a lifetime.

Atlanta is an international hub for health care, business, arts, and culture. From the Centers for Disease Control and Prevention to the High Museum of Art, the city is brimming with world-renowned institutions where you can make your mark.

Whether your passion is public service, health care, activism, or the arts, you can grow it in Atlanta. Emory partners with institutions around Atlanta and is home to numerous centers, so that you can make connections and discover a career path that fulfills you.

[Learn more about Centers, Insitutes, and Partners.](#)

