

Professional Position Posting

Visiting Librarian for Oral History

Department:	University Archives
Salary:	Commensurate with qualifications and experience
Position Availability:	Immediately

Position Summary

Appointment Term: 3 years, temporary position.

Reporting to the Oral History Coordinator, the Visiting Librarian for Oral History will contribute to the Emory University Libraries' efforts to expand an oral history program that: complements the institutional history and the libraries' collections; supports the teaching, learning, and research mission of the University; and serves as a resource for students and faculty in planning and conducting oral history, ethnography, or other long-form qualitative interview projects. The Visiting Librarian for Oral History, in consultation with the Oral History Coordinator, will plan, assess, and garner support for the future of the Emory Oral History Program, emphasizing broad public access, when possible, to all oral histories held at Emory.

The Visiting Librarian for Oral History will oversee and manage the production of new oral histories that will be accessioned into Rose Library collections and assist in assessing and acquiring new collections. The Visiting Librarian for Oral History will contribute to conducting oral histories as part of the Emory Oral History Program, including identifying participants, scheduling, conducting, and/or supervising interviews, and managing digital output. The Visiting Librarian will assess, redesign, and oversee the archival processing workflows for oral history collections and affiliated material, from digital asset creation through access management.

Emory Libraries requires that our employees recognize diversity, equity, and inclusion as essential core values to achieving our mission to enrich the quality of life in an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and embrace our diverse identities of patrons within the Emory community.

Essential Responsibilities & Duties

- A. Collection Development
 1. Oversees the creation of new oral histories within the scope of the Emory Oral History Program's (EOHP) projects.
 2. Schedules, supervises, and/or conducts oral history interviews.
 3. Contributes to the development of new thematic/topical oral history projects.

- B. Collaboration and Relationship Building
 1. Manages and trains student employees in communication, outreach, transcription, interview techniques, and additional oral history skills/practices.
 2. Engages the campus community to identify relevant oral history collections for preservation and access.

3. Collaborates with student, faculty, and community researchers on oral history projects through consultations and partnerships.

C. Collection Acquisition and Access Responsibilities

1. Oversees the acquisition and access of oral history interviews created by the EOHP through accessioning and processing workflows as well as acquiring affiliated material.
2. Manages oral histories within the digital archive and maintains administrative and descriptive metadata.
3. Revises and manages oral history collection stewardship processes and workflows.

D. Professional Responsibilities

1. Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
2. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
3. Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians*.
4. Participates in library and campus committees as appropriate for service purposes.

Required Qualifications

- ALA-accredited master's degree in library and information science or Archival Studies OR equivalent education and experience.
- Knowledge of oral history practice and theory broadly conceived.
- Subject expertise in oral history practice and theory, broadly conceived, and evidence of skills and knowledge of librarianship.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

Preferred Qualifications

- 1 year of academic library experience.
- Background in history and historical research methods and theory.
- Experience conducting oral history interviews according to best practices of the field.
- Knowledge of privacy, confidentiality, and ethical considerations in oral history.
- Knowledge of issues relating to archives and manuscript collections in academic institutions.

Application Procedures

Interested candidates should review the applications requirements and apply online at {Link to Interfolio posting}, <http://apply.interfolio.com/143649>

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

- 1) Cover letter of application describing qualifications and experience;
- 2) Current resume/vita detailing education and relevant experience; and
- 3) Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. In a separate statement, please share your experience with supporting the teaching, learning, and research of diverse students, staff, and faculty, and explain how you would foster diversity, equity, and inclusion in your role as Visiting Librarian for Oral History at the Emory University Libraries. Please limit your response to no more than three paragraphs.
- 4) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Review of applications will begin the week of April 29, 2024. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.

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.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

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/>.

Description of Institution and Library

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 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of \$5.6 billion. Emory University received \$831 million in research funding in fiscal year 2020.

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, 400,970 electronic journals, over 1.6 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 190,000 cataloged titles and more than 19,000 linear feet of manuscript material. Rose Library's

collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, and the University's archives.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

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, Cox Hall Computing Center, 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.

Emory University is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request a reasonable accommodation, please contact the Department of Accessibility Services at 404-727-9877 (V) | 404-712-2049 (TDD). Please note that one week's advance notice is preferred.

Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply.

– February 2024