

**GALLAUDET UNIVERSITY
DESCRIPTION OF POSITION**

Archives Director	10	
POSITION TITLE	POSITION LEVEL	
Dean, University Library and Archives	April 2020	
TITLE OF IMMEDIATE SUPERVISOR	DATE APPROVED	
University Library	4200	
DEPARTMENT	DEPARTMENT #	
INCUMBENT	H IPEDS CODE	Exempt FLSA

SUMMARY:

The Archives Director will be instrumental in continuing the transformation of Archives & Special Collections from a predominantly traditional manuscript archive to one with an active digital presence. The Archives has primary focus on Gallaudet historical records, manuscript collections, rare books, art, museum objects, prints and photographs, and other special collections related to global Deaf culture. The successful candidate will work primarily within the Archives but will also actively collaborate with other library and academic teaching units in a collegial and cooperative environment. This is a non-teaching, non-tenured staff position reporting to the Dean of Library and Archives. The Director will be the primary spokesperson on behalf of Archives, both for internal and external communication regarding the collection and preservation of both Gallaudet's and global Deaf history and culture.

PRINCIPAL ACCOUNTABILITIES:

- I. Supervises and leads day-to-day operations of Archives.
- II. Hires, trains, supervises, mentors, and evaluates full-time and part-time personnel, interns, student workers, and graduate assistants.
- III. Ensures that archival best practices and policies are in place and that these are responsive to evolving goals and needs of the Gallaudet community. This includes the areas of acquisitions; collection development; preservation and storage for a broad range of materials such as digitized, born-digital, print, ephemera, photographs, slides, film, rare books, manuscripts, art works, restricted materials, and other archival materials; physical and digital storage needs; donation and appraisal policies; and archives access and usage policies.
- IV. Leads a transformative digitization project for the transition from a mostly traditional print collection to a robust digital collection with a focus on welcoming, engaging, and accessible end-user functionality; and reviews existing digital content to improve discoverability and ensures best practices with digital preservation,

storage, usage rights, and metadata.

- V. Manages the Archives budget; sets annual spending plans and monitors expenditures.
- VI. Provides reference services for researchers regarding the use of archival collections and resources.
- VII. Identifies and expands upon opportunities to incorporate archival and special collections and resources into the curriculum.
- VIII. Actively participates in the preparation and submission of grants and other external funding proposals.
- IX. Solicits donations of deaf--related materials from organizations and individuals on and off campus, both domestic and foreign; develops donation policies.
- X. Purposefully engages with Gallaudet Library through communications, collaboration, policy development, and participation in a variety of library meetings, planning, and assessment processes for full integration of Archives and Library.
- XI. Engages in continuing professional development, including participation in professional activities such as representing Gallaudet on WRLC committees as appropriate.
- XII. Establishes and maintains a positive and supportive working relationship with co-workers and supervisor.
- XIII. Shows a genuine commitment to diversity, equity and inclusion in the workplace; and participates in activities and workshops to foster continuous learning.
- XIV. Serves as a mandatory Title IX reporter; and takes annual Title IX training as part of the compliance effort.
- XV. Performs other duties as assigned.

SPECIFICATIONS:

Required Qualifications

- Master's degree in library science from an ALA accredited institution.
- A minimum five years of professional archival experience and/or formal coursework in archival management.
- Supervisory experience.

Preferred Qualifications

- Experience creating and managing metadata records for digital collections/digital objects.
- Demonstrated knowledge of Gallaudet University and Deaf history.
- Strong background in digital conversion and preservation.
- Familiarity with technologies and systems developed or adapted by the archival community for the management and access to archives.
- Experience in a university or higher education archival setting.
- Demonstrates strong oral and written communication skills.
- Excellent organizational skills with attention to detail and accuracy.
- Ability to demonstrate vision and strategic thinking.
- Ability to effectively adapt to and use new technologies and software.
- Ability to recognize and adapt to multiple cultures and diverse populations.
- Strong customer service orientation.

Incumbent should demonstrate American Sign Language proficiency. If not, incumbent must become proficient within a reasonable period of time. The ASLPI will be used to track progress for language proficiency.

The successful candidate will undergo a background check that must be cleared prior to working at Gallaudet University.

Gallaudet University is an equal opportunity employer/educational institution and does not discriminate on the basis of race, sex, national origin, religion, age, hearing status, disability, genetic information, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act, the Age Discrimination in Employment Act, the District of Columbia Human Rights Act, and other applicable laws and applies to all procedures affecting applicants and employees including, but not necessarily limited to: recruitment, hiring, placement, promotion, transfer, reassignment, reappointment, tenure, demotion, selection for training, layoff, furlough, and termination, compensation, and all other conditions or privileges of employment.