

JOB DESCRIPTION

Position Title:	Archives and Special Projects Librarian		
Business Unit:	Library	Status:	Salary; Full-time; 12-months
Reporting to:	Library Director	Salary Range:	TBD

Background:	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> Inspiring knowledge, faith, and service through Christ-centered education.</p> <p><u>Values Statement</u> Southwestern Adventist University values</p> <ul style="list-style-type: none"> □ Integration of a Seventh-day Adventist worldview into daily life □ Education that enriches life and promotes achievement □ Interaction that affirms faith, integrity, and humanity □ Responsibility for ourselves, our neighbors, and our world □ Service as ministry for Christ
--------------------	---

Position:	Under supervision of the library director, this position is responsible for overseeing the Adventist Heritage Center archive located in the Chan Shun Centennial Library, managing special projects in the library, and collaborating with the library team on other mission critical activities.
------------------	---



Responsibilities:	<ul style="list-style-type: none"> • Enhance the library’s collections through collaboration with the community and donors to support scholarship and the preservation of university, local, and Adventist heritage • Develop best practices for archiving, preserving, and providing access to historical documents and artifacts • Manage the display of special collections and materials • Participate in the collection and analysis of archive activity and resource statistics • Manage the library’s print periodicals collection • Contribute to information literacy instruction efforts • Other duties as assigned
Requirements:	<p><u>Primary Requirement</u></p> <ul style="list-style-type: none"> • Master's degree in library science or equivalent from an ALA-accredited institution • Ability to work both independently and collaboratively in a collegial, team-based environment and foster positive and inclusive working relationships • Ability to plan, manage, and oversee projects, meet deadlines, and prioritize work in alignment with the strategic goals of the Library and the University • Strong collaboration, communication, and interpersonal skills • Comprehensive English language fluency <p><u>Preferred Qualifications</u></p> <ul style="list-style-type: none"> • Experience as a librarian in an academic setting • Experience or education in archive management • Ability to lift 40lbs

Work Conditions	Job Condition: fast-paced work, attention to detail, maintain a flexible work environment, and fluent in English. Not a remote or hybrid position; work to be done on site.
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	