

Research and Instruction Librarian/Archivist for Special Collections – Job ID 30231

The University of Missouri Libraries seek a librarian or archivist to join our dynamic and creative public services team in Special Collections. The Research and Instruction Librarian/Archivist for Special Collections will collaborate with teaching faculty, librarians, and students to provide innovative instruction and research services with rare books, manuscripts, archives, and other documents.

The Special Collections department at the University of Missouri Libraries is an active partner in research and student-centered learning. The collections number around 100,000 items and include rare books, medieval and modern manuscripts, comics, photographs, audiovisual materials, and artifacts. Our busy program of instruction generally reaches around 120-150 class sessions and over 2,000 students across a wide range of disciplines each academic year. We seek an enthusiastic and energetic colleague who will function as an integral member of a small team providing researcher support and instructional services.

Essential Duties

- Develops and conducts instruction sessions using Special Collections resources for a diverse community and student body, working across a range of arts and humanities disciplines.
- Works with faculty and instructors to create instructional materials such as handouts, LibGuides, assignments, and lesson plans to integrate Special Collections materials into the curriculum.
- Assesses and adjusts instruction strategies and techniques based on learning objectives, student outcomes, and faculty feedback.
- Provides reference services in the Special Collections reading room, online, and by telephone, and staffs the reading room 6-12 hours per week.
- Plans and conducts outreach activities for the campus, local community, and the state of Missouri, in collaboration with colleagues.
- Collaborates with colleagues on collection development decisions for rare books and manuscripts in order to support the curriculum and research needs of the university and surrounding community.
- Curates and contributes to exhibitions (online and physical) and social media.
- Engages in scholarship and professional service, including library and campus committees and participation in local and national professional organizations.
- Contributes to cataloging and processing projects to enhance access to Special Collections materials.
- May supervise staff, student employees, and/or interns.
- Performs other duties as assigned.

Minimum Qualifications

- An MLS from an ALA-accredited program in library science is required for appointment as a Librarian I. For appointment as an Archivist I, a master's degree in

a subject area directly relevant to the position with a minimum of 6 hours of credit in courses concentrating on research methodology or archival administration is required.

- Minimum of one year of experience providing instruction in a special collections library or archives, an academic library, or another higher education setting. Pre-MLS experience may be included.
- Broad knowledge of book history, archival theory and practice, and current or emerging trends in special collections and archives.
- A strong commitment to diversity and inclusion in the classroom and the workplace.
- Excellent organizational and communication skills.

Preferred Qualifications

- Reading knowledge of one or more of the following languages is strongly preferred: Chinese, Japanese, German, or Russian.
- Demonstrated understanding of the principles of active learning and best practices related to teaching with primary source materials.
- Experience working with map collections and/or demonstrated knowledge of the history of cartography.
- Experience with outreach activities such as social media, community events, K-12 instruction, etc.
- Familiarity with archival arrangement and description and/or rare book cataloging.

Compensation: Salary and librarian rank will be commensurate with experience. Negotiable from \$47,476.

To Apply

Apply online at <http://hrs.missouri.edu/find-a-job/academic> with **Job ID 30231**. A cover letter, contact information for three references and CV must be uploaded through the brief online application. Preference for applications received by July 1, 2019. Applications will be accepted until the position is filled.

The University Libraries are an open, active, and accessible learning environment, a hub for global information, and a secure repository for scholarship. We value freedom of access, diversity and inclusion, service to our community and state, and responsible stewardship. We seek candidates who share these values, who are active leaders engaged in the pursuit and discovery of knowledge and the advancement of education, and whose work will reflect a strong commitment to advance the teaching, research, and services programs of an engaged public University.

About Mizzou

Columbia, Mo., is known as an ideal college town, combining small-town comforts, community spirit and low cost of living with big-city culture, activities and resources. Home to nationally renowned public schools and other colleges and educational centers,

Columbia is packed with restaurants and entertainment venues and hosts more than a dozen annual cultural festivals.

The University of Missouri was founded in 1839 in Columbia, MO, as the first public university west of the Mississippi River and the first state university in Thomas Jefferson's Louisiana Purchase territory. Today, MU is a \$2.2 billion enterprise and an important investment for the state and nation.

MU provides all the benefits of two universities in one: It's a major land-grant institution with a statewide mission of service to citizens and Missouri's largest public research university. Considered one of the nation's top-tier institutions, Mizzou is one of only 34 public universities, and the only public institution in Missouri, to be a member of the Association of American Universities (AAU). The MU Libraries belong to the Association of Research Libraries (ARL), the Greater Western Library Alliance (GWLA), and the statewide MOBIUS consortium.

The state's most comprehensive university, MU offers more than 300 degree programs through 18 colleges and schools. Many departments also work closely with the University Extension program to bring the benefits of research to Missouri citizens. The University of Missouri has a statewide network of 10 research parks and business incubators, each designed to help faculty, entrepreneurs and businesses collaborate to move innovative research to the marketplace, and the Mizzou Advantage program encourages innovative interdisciplinary collaboration.

Mizzou has a diverse enrollment with 35,000 students from every county in Missouri, every state in the nation and 120 countries. The fall 2015 student body includes Mizzou's largest number of high-achieving students who scored a 30 or higher on the ACT, the state's biggest international student enrollment and a record number of students from minority groups. MU's nationally prominent faculty bring discoveries into the classroom, publish more than 1,600 books and scholarly articles each year and spend about \$237 million annually on scientific research. The National Science Foundation has recognized MU as one of the top-10 universities in the country for undergraduate research opportunities. Mizzou graduates more than 8,000 students annually, granting 27 percent of all bachelor's degrees, 23 percent of master's degrees and 62 percent of all doctoral degrees earned at Missouri's public universities.

Located in central Missouri with easy access to St. Louis and Kansas City, Columbia, MO is consistently ranked one of America's best places to live because of its excellent quality of life.

For more information on the University of Missouri and the Columbia area, please visit the following:

- [University of Missouri](#)
- [Columbia Convention and Visitor's Bureau](#)
- [Special Collections and Rare Books](#)

- [University Archives](#)
- [University Libraries](#)

Benefit Eligibility: This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

This position holds non-tenure track faculty status (NTT) and will be hired at the appropriate rank of Librarian or Archivist. For information regarding title and rank, please review the MU Libraries' Librarian and Archivist Governance Document found at: [http://library.missouri.edu/staff/libguides/Governance%20Document rev2019.pdf](http://library.missouri.edu/staff/libguides/Governance%20Document%20rev2019.pdf)

MU Diversity Commitment: The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence.

Equal Employment Opportunity: Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278. EEO IS THE LAW To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)