



POSITION ANNOUNCEMENT

Instruction Librarian/Archivist for Special Collections & University Archives

The J. Murrey Atkins Library at UNC Charlotte is seeking an Instruction Librarian or Archivist to work collaboratively to deliver instruction with rare books, manuscripts, local documents, other special collections materials, and university archives.

The University of North Carolina at Charlotte is a rapidly growing research intensive University offering over 28,500 students a variety of undergraduate, master's and doctoral programs in seven academic colleges. UNC Charlotte's Atkins Library is a comprehensive research library with over 1.9 million printed books, 930,000 e-books, over 400 databases, approximately 75,000 journals and an annual budget of over \$10 million.

UNC Charlotte is located in the largest city in North Carolina, a beautiful southern city of 775,202 with over 1.5 million in the greater metropolitan area, in one of the fastest growing regions in the country. Located on a 1,000 acre wooded campus, the University is accessible to the city's performing arts and cultural and sports events and to recreational lakes.

Essential Duties

- Coordinates instruction activities in Special Collections & University Archives in collaboration with teaching faculty and other librarians.
- Develops and conducts library instruction sessions for a diverse student body using Special Collections and University Archives materials.
- Provides reference services in the Special Collections & University Archives reading room.
- In collaboration with colleagues in the library, plans events and conducts other outreach activities on campus and in the community to promote the integration of Special Collections and University Archives materials in instruction, research, and community engagement.
- Creates LibGuides and other instructional aides to promote the use of Special Collections and University Archives materials to support the curriculum.

- Participates in the selection of rare books and the collection of manuscripts to meet the ongoing curricular and research needs of the university and the community.
- Participates in, and may coordinate, the unit's social media presence and/or online and physical exhibits.
- Engages in professional service and scholarship; participates in committees and faculty governance in the library and on campus.
- May supervise staff and/or students.
- Performs other duties as assigned.

Minimum Education/Experience Requirements

- The minimum academic credential required for applicants for faculty positions at Atkins Library is completion of a master's degree in the field of library and information science from a program accredited by the American Library Association by time of interview.
- Graduation with master's degree in a specialized area directly relevant to the position description may be an acceptable substitute in certain situations if approved by the Dean. A second masters in another discipline or an earned doctorate is highly desirable.

Preferred Skills and Experience

- Minimum one year of experience providing instruction in an academic library or other higher education setting.
- Experience providing reference services in a Special Collections reading room or another service point in a library or archives.
- Commitment to fostering an environment of mutual respect and inclusion in the classroom and workplace.
- Demonstrated understanding of active learning pedagogies and/or inquiry-based learning.
- Demonstrated knowledge of recent trends and practice relating to teaching with primary source materials in colleges and universities.
- Excellent organizational and communication skills.
- Commitment to assessment and employing assessment data to improve services.
- Experience creating digital and/or physical exhibits.
- Experience with the analysis and development of a rare book and/or manuscript collection.
- Experience with outreach activities, including employing social media in the service of promoting or creating awareness of library or archival collections and services.

Standard workday is generally 8:30am - 5:30pm. Occasional evening and weekend hours are required.

Reports to: Associate Dean for Special Collections and University Archives.

To apply:

ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED: <https://jobs.uncc.edu/> (Search Faculty Vacancies - Position # 008973)

The following Application Materials must be attached to your electronic submission:

- Cover letter
- Resume/CV
- Names (including titles and company/institutions), addresses, phone numbers, and email addresses of at least 3 professional references. The Search Committee will not contact references before verifying permission with the candidate.

The review of applications will begin February 18. Anticipated start date is July 2, 2018. Appointment requires successful completion of background check.

J. Murrey Atkins Library supports and affirms diversity, inclusion, and multiculturalism. Through our collections, services, policies, and programs, we strive to support these values, and we encourage applications from professionals who can help us achieve this goal. AA/EOE

For additional information about The University of North Carolina at Charlotte, please visit our Web site: <http://www.uncc.edu>.

For further details about Atkins Library, please consult our web site: <http://library.uncc.edu>.