

## **Vacancy**

### **Director, Women and Leadership Archives**

#### **Loyola University Chicago**

Loyola University Chicago (Loyola) seeks nominations and applications to identify user-focused, innovative, and forward-thinking candidates to serve as the next Director of its Women and Leadership Archives (WLA). This position will provide strategic direction and leadership, work collaboratively across campus, and engage with the local, state, and broader community partners; develop, manage, promote, and make accessible the WLA's collections in support of Loyola's teaching, learning, research, and service missions; be responsible for all aspects of archival administration and oversee the activities, staff, and operations of the WLA. This position will be a member of the University Libraries Leadership and Planning Team, share responsibility for policy formulation, resource allocation, and organizational development; contribute to shaping strategic initiatives; and play a key role in establishing priorities, in alignment with the University's strategic plan. Loyola encourages applications from underrepresented groups and from those with diverse backgrounds and life experiences. For additional information, please visit <http://libraries.luc.edu> and <https://www.luc.edu/gannon>.

This position is a full-time, yearly appointment with non-tenured faculty status.

## **Responsibilities**

Reporting primarily to the Dean of University Libraries and secondarily to the Director of the Gannon Center for Women and Leadership, the WLA Director will

- Develop annual and long-range goals
- Plan and managing the WLA budget
- Hire, supervise, and mentor WLA staff (Assistant Archivist, Project Archivist, Graduate Assistants, Interns, and Volunteers)
- Coordinate fulfillment of research requests by the WLA staff
- Carry out appraisal and acquisition of archival records
- Develop policies for arrangement and description, preservation, and access of archival records
- Work with Library Systems department and Digital Preservation Committee to implement archival technology and ensure stewardship of born-digital archival records
- Collaborate with partners regarding women's history programming, tours, and exhibits
- Engage with faculty in support of classroom archival programs
- Work with established and prospective donors; maintain donor-related administrative records
- Oversee research for and installation of physical and web-based exhibits
- Work with the Gannon Center regarding Mundelein College-related activities and donors relationships

- Advocate for and represent the WLA to the campus community, as well as to external organizations and individuals to increase awareness
- Serve on Libraries and campus committees
- Actively contribute to the broader profession through scholarship and service.

### **Required qualifications**

- Master's degree or above from an ALA-accredited library and information science program or in a relevant discipline or professional area
- A minimum of five years of progressively responsible work experience in an archival environment, including at least three years of supervisory or project management experience
- Strong leadership skills, including demonstrated evidence of effectively fostering a collaborative team work environment and setting priorities
- Demonstrated knowledge of current archival theory and practice
- Demonstrated experience in working with donors and volunteers
- Excellent organizational, administrative, and analytical skills
- Robust interpersonal and communication skills, including the ability to serve as a spokesperson, representative, and advocate for the WLA
- Flexibility, creativity, and proven ability to work as part of a team
- Ability to perform physical activities associated with archival practice
- Record of professional engagement and service
- Commitment to diversity, equity, accountability, and shared responsibility

### **Preferred qualifications**

- Background in, or knowledge of women's history, women's studies, or women religious
- Experience with one or more of the following: Archive-It; PastPerfect; Preservica ArchiveSpace; Archivist's Toolkit; Archon
- Successful grant writing or fundraising
- Budgeting experience
- Experience with instruction or outreach to students, faculty, and community groups
- Knowledge of web authoring tools and website management
- Familiarity with Alma library management system and Primo discovery system
- Experience with strategic planning
- Familiarity with process improvement techniques

## **Environment**

Founded in 1870, Loyola is one of the nation's largest Jesuit, Catholic universities. Loyola is a private, not-for-profit institution consisting of eleven schools and colleges with four locations in Chicagoland and a campus in Rome, Italy, providing educational services to approximately 17,000 students in undergraduate, graduate, and professional degree programs. The University enjoys robust enrollments, an outstanding reputation for the quality of its teaching, and an increasing level of research activity. Recognizing Loyola's excellence in education, U.S. News and World Report has consistently ranked Loyola among the "top national universities" in its annual publications.

Like the University itself, Loyola's libraries and archives are in a growth mode with new facilities and initiatives, such as the eCommons, Loyola's institutional repository. With the opening of the \$32 million Information Commons on the Lakeshore Campus in 2008, Loyola has one of the finest and most advanced academic library facilities in the Midwest. In addition to the Information Commons, the University Libraries includes Cudahy Library and the Library Storage Facility (LSF) at the main campus in Rogers Park, the Lewis Library at the Water Tower Campus in downtown Chicago, and a library at the John Felice Rome Center in Italy. The University Libraries has an annual materials budget exceeding \$6 million. Collections include nearly two million volumes, 550 databases, 60,000 journals, and a variety of physical and streaming media resources. The Libraries sponsors frequent cultural programs for the Loyola community and its neighbors.

The Women and Leadership Archives established in 1994, is located in Piper Hall at the Lakeshore Campus. It collects, preserves, and makes available permanently valuable records that document women's lives, roles, and contributions. The WLA grew out of the need to care for the records of Mundelein College, which affiliated with Loyola in 1991, and expanded to collect papers of women leaders and women's organizations. Collection strengths include the subject areas of activism and women's issues; authors; education; environmental issues; public service; social justice; women religious; and women in the fine, performing, and visual arts. The WLA works in close collaboration with the Libraries University Archives and Special Collections Department.

## **To apply**

Applicants should submit current curriculum vitae, and a letter of interest through <https://www.careers.luc.edu/postings/10413> . They also should provide the names and email addresses of three individuals prepared to speak to their professional qualifications for this position. References will not be contacted immediately but might be at subsequent points in the review process. Applications will be accepted until the position is filled. For full consideration, applications should be received by August 9, 2019.

Please direct inquiries to the chair of the selection advisory committee:

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Loyola University Chicago is an Equal Opportunity/Affirmative Action employer with a strong commitment to hiring for our mission and diversifying our faculty. As a Jesuit Catholic institution of higher education, we seek candidates who will contribute to our strategic plan to deliver a Transformative Education in the Jesuit tradition. To learn more about LUC's mission, candidates should consult our website at [www.luc.edu/mission/](http://www.luc.edu/mission/). For information about the university's focus on transformative education, they should consult our website at [www.luc.edu/transformiveed](http://www.luc.edu/transformiveed).