

Assistant Director, American Heritage Center

Job Description

Join Our Campus Community!

Thank you for your interest in joining the University of Wyoming. Our community thrives on the contributions of talented and driven individuals who share in our mission, vision, and values. If your expertise and experience align with the goals of our institution, we would be thrilled to hear from you. We encourage you to apply and become a valued member of our vibrant campus community today!

Why Choose Us?

At the University of Wyoming, we value our employees and invest in their success. Our comprehensive benefits package is designed to support your health, financial security, and work-life balance. Benefits include:

- **Generous Retirement Contributions:** The State contributes over 15% of your gross salary. With your mandatory employee contribution, the total contribution toward your retirement plan exceeds 19%.
- **Exceptional Health & Prescription Coverage:** Enjoy access to medical, dental, and vision insurance with competitive employer contributions, which include 4 deductible options to suit your needs.
- **Paid Time Off:** Benefit from ample vacation, sick leave, paid holidays, and paid winter closure.
- **Tuition Waiver:** Employees and eligible dependents can take advantage of tuition waivers, supporting continuous education and professional growth.
- **Wellness and Employee Assistance Programs:** Stay healthy with wellness initiatives, counseling services, and mental health resources.

At the University of Wyoming, we are committed to creating a supportive and enriching workplace. To learn more about what we offer, please refer to UW's [Benefits Summary](#).

JOB TITLE:

Assistant Director

JOB PURPOSE:

The Assistant Director serves as a senior leader of the American Heritage Center (AHC), partnering with the Director to advance the Center's strategic vision, organizational

priorities, and operational effectiveness. The position provides leadership for administrative and operational functions, including facilities and security, departmental reporting, collections stewardship, policy implementation, compliance, and resource management to ensure the preservation, protection, and accessibility of state, regional, and nationally significant collections. Acting with delegated authority, the Assistant Director assumes full administrative responsibility for the Center in the Director's absence and represents the AHC in university and external partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Director in the management, coordination, evaluation, and day-to-day operations of the American Heritage Center.
- Oversee assigned administrative and operational functions to support the preservation, security, and accessibility of archival collections.
- Serve as the primary coordinator for the American Heritage Center's facilities, including building operations, security systems, environmental controls, and specialized collections storage areas.
- Coordinate facilities maintenance, infrastructure improvements, renovations, and capital projects in collaboration with university partners.
- Maintain the Center's Emergency Response Plan and coordinate emergency preparedness and response activities with campus and external agencies.
- Ensure compliance with safety requirements related to facilities, environmental controls, and hazardous materials storage and use.
- Assist the Director with personnel administration, including recruitment, hiring, performance evaluations, and staff development for assigned departments and units.
- Oversee the collections acquisition process, including donor consultations, contract coordination, ownership transfer, and implementation of collections policies and procedures.
- Chair the Acquisitions Committee and make recommendations regarding acquisitions and collection development.
- Assist with collection donor relations and support the development and implementation of collections initiatives.

- Advise the Director on the interpretation and application of university policies, donor agreements, records management requirements, and applicable state and federal laws.
- Review and provide recommendations regarding budgets, policies, procedures, and short- and long-range operational planning.
- Serve on university and professional committees and represent the American Heritage Center as assigned.
- Assume administrative responsibility for Center operations in the Director's absence.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Attend and participate in training and other personal professional development activities.

COMPETENCIES:

- Individual Leadership
- Quality Orientation
- Technical/Professional Knowledge
- Collaboration
- Judgment
- Negotiation

MINIMUM QUALIFICATIONS:

Education: **Master's degree in library and information sciences, e.g., MLIS, or master's degree in a relevant field or closely related discipline. Or equivalent combination of education and experience.**

Experience: **At least 5 years of progressively responsible work-related experience to include 2 years of supervisory or management experience.**

Required licensure, certification, registration or other requirements: **Valid driver's license with a motor vehicle record (MVR) compliant with the [Driving for University Business SAP](#).**

Experience Evaluation

Experience requirements are evaluated on a full-time equivalent (FTE) basis. Relevant part-time experience will be prorated based on hours worked. For example, two years working an average of 20 hours per week is equivalent to approximately one year of full-time experience.

Applicants must include the average hours worked per week for all current and previous positions. Failure to provide this information may affect the evaluation of qualifications.

DESIRED QUALIFICATIONS:

- Ten (10) years of progressively responsible administrative experience, with at least five (5) years of that in an archival or library setting.
- Experience with managing facilities. Knowledge of facilities management principles related to environmental controls, security, emergency preparedness, hazardous materials handling, and preservation-quality storage—and experience applying them.
- Experience in managing department personnel and operational activities.
- Expertise in donor relations and collection development, including consultation, negotiation, stewardship, and evaluation of acquisition proposals.
- Demonstrated ability to manage multiple projects and compliance responsibilities simultaneously.

REQUIRED APPLICATION MATERIALS:

Complete the online application. The department additionally requests candidates upload the following document(s) for a complete application:

1. Cover letter
2. Resume or C.V.
3. Contact information for four work-related references (references will only be contacted if you are selected as a finalist for the position).

Incomplete application packets will not be considered.

This position will remain open until filled. Complete applications received by 10/21/2026 will receive full consideration.

WORK LOCATION:

On-campus: This position provides vital support to campus customers, and the successful candidate must be available to work and perform essential job functions on campus, understanding our location is at 7,220 feet above sea level.

WORK AUTHORIZATION REQUIREMENTS:

The successful candidate must be eligible to work in the United States. Sponsorship for H-1B work authorization or work visa is not available for this position.

HIRING STATEMENT/EEO:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation to apply for a position, please contact us at 307-766-2377 or email jobapps@uwyo.edu.

ABOUT LARAMIE:

The University of Wyoming is located in Laramie, a charming town of 30,000 residents nestled in the heart of the Rocky Mountain West. The state of Wyoming continues to invest in its only 4-year university, helping to make it a leader in academics, research, and outreach with state-of-the-art facilities and strong community ties. We invite you to learn more about Laramie by visiting the [About Laramie website](#).

Located in a high mountain valley near the Colorado border, Laramie offers both outstanding recreational opportunities and close proximity to Colorado's Front Range and the metropolitan Denver area. Laramie's beautiful mountain landscape offers outdoor enjoyment in all seasons, with over 300 days of sunshine annually. For more information about the region, please visit <http://visitlaramie.org/>

To Apply, Visit the Link Below:

https://eeik.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/262553/?utm_medium=jobshare&utm_source=External+Job+Share

Job Info

Job Identification	262553
Posting Date	09/21/2026, 10:50 AM
Job Schedule	Full time
Job Shift	Day
Locations	16 & Gibbon, Laramie, WY, 82071, US
Posted Salary Range	73,800 - 88,600 depending on experience
Schedule (Hours Per Week)	40
Essential or On Call	Essential
Calendar Options	N/A
Grant Funded	No
Travel	Yes, 5%
Eligible for sponsorship?	Sponsorship is NOT available
Number of Openings	1
Hiring Manager	Paul Flesher
Job Function	Classified Staff
Regular or Temporary	Regular
Department	American Heritage Center