POSITION ANNOUNCEMENT

SPECIAL COLLECTIONS RESEARCH SPECIALIST
LIBRARY AFFAIRS, MORRIS LIBRARY
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE


RESPONSIBILITIES: Under the general direction of the Director, Special Collections and Research Center (SCRC), the Research Specialist provides direct services to the general public, students, academic and specialized researchers, and correspondents by interpreting, evaluating, and analyzing their research needs by applying knowledge of history and literature, historiography, and the holdings of the archives in order to guide, direct, instruct, or provide the information necessary to answer inquiries and to make the archival records of the Special Collections Research Center available for use. Contributes to the development and enhancement of digital projects. Arranges, describes, and prepares finding aids for collections of enduring historical value according to archival best practices. Performs special projects and duties as assigned.

REQUIRED QUALIFICATIONS:
- Master’s Degree in philosophy, history or a related field.
- Considerable knowledge of philosophy and research methodology.
- Experience in the arrangement and description of manuscript collections, including development of descriptive tools.
- Knowledge for providing moderately complex to complex reference services to an archival repository and research library.
- Demonstrated familiarity with an archival management system and ability to curate digital content.

EFFECTIVE DATE OF EMPLOYMENT: January 4, 2016, or as soon as possible.

APPLICATION DEADLINE: December 18, 2015 or until filled

APPLICATION PROCEDURE: Submit 1) a letter of application stating qualifications and background for this position; 2) resume; and 3) names, addresses, telephone numbers, and e-mail addresses of three professional references to:

Joan Marie Looft, Personnel Coordinator
Library Affairs, Mail Code 6632
605 Agriculture Drive
SIU Carbondale
Carbondale, IL 62901
Telephone 618-453-1458
E-mail: jm.looft@siu.edu

SIU Carbondale is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.