

University Archivist

The University of Oklahoma Libraries is seeking a University Archivist. The University Archivist is a senior professional and leader serving as lead coordinator of activities related to the identification, assessment, classification, management, and retention of eligible archival records and other legacy materials of the University. Utilizing best records management procedures, institutional policies, and statutory requirements, the Archivist ensures that eligible born-digital and physical archival records are discoverable, accessible, secured, and preserved in accordance with University Libraries and institutional workflows. The Archivist is an institution-wide collaborator and procedural resource who engages and partners with relevant information holders and governance bodies to enable a comprehensive and sustainable records management practice at the University.

The University Archivist will actively assess the institution's archive program, routinely documenting and reporting metrics related to the scope, growth, and disposition of institutional records and legacy assets. The University Archivist will serve as a member of the University Libraries' Special Research Collections division and will routinely interact with relevant institutional offices, programs, and infrastructures. The Archivist will collaborate with colleagues and stakeholders to guide access and engagement with archival collection assets. The University Archivist serves under the supervision of the Associate Dean for Special Research Collections in University Libraries.

Anticipated Stakeholders and Collaborative Relationships:

Offices of the President, Provost, Vice Provosts, Senior Program leaders, General Counsel, Institutional Research, Institutional Records Offices, Office of Policy Management, Information Technology, University Libraries Special Research Collections, University Libraries Digital Strategies and Innovation, Student Government, Faculty Senate, and other Norman Campus content managers.

Position Responsibilities:

- Develop and maintain comprehensive institutional records retention and identification scheme in conjunction with existing and emergent programs and resources.
- With administrative and academic stakeholders, facilitate the establishment and maintenance of institution-wide governance ensuring consistent and compliant oversight of relevant records and other legacy materials.
- With University Libraries, content stakeholders, records management experts, and infrastructure expertise, develop and support the maintenance of a comprehensive process for the ingest and archival storage of eligible records and artifactual assets.
- Collaborate with Libraries colleagues and other relevant university partners to guide researcher engagement services and access to university archives materials. Develop and communicate guidelines regarding appropriate access policies and restrictions for institutional records.

- Provide routine profiling, measurement, and reporting related to the scope, growth, and disposition of institutional records and legacy assets.
- Participate in Oklahoma and national records and archives activities and standards activities, as required, to ensure institutional engagement with and cooperation with relevant organizations.
- Contribute expertise to advance the implementation and maintenance of institutional governance and practice related to university archives materials.
- Communicate relevant information and standards to institutional and organizational stakeholders as they pertain to records management procedures, practices, and changes impacting the University.
- Responsible for hiring, training, and managing support staff.

Required Qualifications:

- Master's degree.
- 24 months of related experience.
- Records management or archival records management experience.

Required Skills:

- Significant knowledge of archival and records management practices.
- Knowledge of records retention and organization in an educational, governmental, museum, or other complex information organization.
- Strong communications (written and verbal) skills involving messaging with a variety of professional audiences.
- Supervisory experience

Preferred Qualifications:

- Degree in Information Management, LIS, Archival Studies, or related program
- Significant experience managing a records or archives program, including digital records.
- Experience with archival management systems and platforms.
- Experience with significant collaborative projects. Project management or program implementation experience.

Salary: Up to \$87,000 based on experience.

Applications

All applications must include a cover letter, resume and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at libraries.ou.edu/jobs. To apply for this position, go to <https://jobs.ou.edu> and search for [job number 241493](#). Best consideration date for this position is 7/5/24.

About University Libraries

The University of Oklahoma Libraries' team consists of 15 faculty, 59 library and information professionals, 33 classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, Monnet Hall, hosting the Western History Collections, and three branch libraries: National Weather Center Library, Youngblood Energy Library, and Fine Arts Library. The Libraries also operates a large collections storage, processing, and receiving facility located five miles from the center of campus. Affiliated OU libraries, not within the administrative oversight of University Libraries, include: the Donald E. Pray Law Library on the Norman campus, Robert M. Bird Health Sciences Library on the Oklahoma City campus, and the Schusterman Library on the Tulsa campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.6 million volumes (including over 2 million eBooks), over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes and the Western History Collections, with over 14,000 linear feet of archival collections and 80,000 volumes. Other noteworthy collections include the American School of Architecture Archives, the University Archives, the Chinese Literature Translation Archive, the Harry W. Bass Business History Collections, and the John and Mary Nichols Rare Books and Special Collections.

University Libraries maintains a robust program of course integrated instruction with librarians and subject specialists hosting over 250 instruction sessions for OU undergraduate and graduate courses annually. Additionally, Libraries personnel deliver expert services advancing impactful research and learning by providing over 50 research workshops and over 1,250 research consultations per year. Subject liaisons embedded within each OU department develop custom-tailored research programming to meet the unique needs of campus learners and scholars.

Open Access repositories and platforms hosted and managed by OU Libraries elevate the visibility and accessibility of university research. The SHAREOK repository provides open access to nearly 13,000 OU theses, dissertations, and faculty and staff publications. The Libraries additionally publishes and archives 10 open access journals covering a range of topics in the social science and humanities fields.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Library Publishing Coalition.

About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See [visitnorman.com](#) for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see [visitokc.com](#).

Why You Belong at the University of Oklahoma: The University of Oklahoma fosters an inclusive culture of respect and civility, belonging, and access, which are essential to our collective pursuit of excellence and our determination to change lives. The unique talents, perspectives, and experiences of our community enrich the learning, and working environment at OU, inspiring us to harness our innovation, creativity, and collaboration for the advancement of people everywhere.

Equal Employment Opportunity Statement

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, services in educational programs or activities, and health care services that the University operates or provides.