



Archivist – Cuban Heritage Collection

The University of Miami Libraries seeks nominations and applications for a creative, innovative professional to serve as Archivist in the Cuban Heritage Collection (CHC). The Archivist processes manuscript collections and archival materials and, in collaboration with the Chair of CHC, helps plan, organize, and implement systems and procedures for maintaining physical and intellectual control over collections in the CHC with the goal of preserving and improving access to these collections. The CHC Archivist may also work on projects with subject affinities in other University of Miami Libraries distinctive collections.

UNIVERSITY: The University of Miami is one of the nation's leading research universities in a community of extraordinary diversity and international vitality. The University is privately supported, non-sectarian institution, located in Coral Gables, Florida, on a 260-acre subtropical campus. The University comprises 11 degree granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science (www.miami.edu).

THE LIBRARY: The University of Miami Libraries (www.library.miami.edu) rank among the top research libraries in North America with a collection of over 3.6 million volumes and 99,060 current serials titles, including 97,074 electronic journals. The Otto G. Richter Library lies in the center of the Coral Gables campus and serves as the central library for the University. Other University of Miami libraries include the Paul Buisson Architecture Library, the Judi Prokop Newman Business Information Resource Center, the Marta & Austin Weeks Music Library, and the Marine and Atmospheric Science Library. The University also has independent medical and law libraries. The Libraries provide support and services for approximately 11,123 undergraduates, 5,725 graduate students, and 14,604 full and part time faculty and staff. Excluding the independent libraries, the University Libraries employ 62 professional and 74 support staff and are a member of ARL, ASERL, CLIR, CRL, NERL, OCLC Research Library Partners, HathiTrust, APTrust, DPN, SEFLIN and Lyrisis.

The **Cuban Heritage Collection** collects, preserves, and provides access to primary and secondary sources of enduring historical, research, and artefactual value which relate to Cuba and the Cuban diaspora from colonial times to the present. The Collection supports the teaching, learning, and research needs of the University of Miami and the broader scholarly community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performance

- Manages manuscript collections and related materials such as photographs, posters, and audiovisual resources.
 - Appraises and accessions manuscript collections and related materials.
 - Manages space allocations for these materials onsite and coordinates off-site access and space allocations for CHC collections with Access Services

- Collaborates in developing goals for collections arrangement and description and establishes mechanisms for reducing processing backlog.
 - Participates in the implementation of policies and standards for the arrangement and description of physical and born-digital archival materials.
 - Supervises and directs the Archives Team of staff, students, and volunteers.
 - Serves as a liaison to the Preservation unit to meet the preservation and conservation needs of manuscript materials.
- Processes permanent and historically valuable materials.
 - Develops processing plans to determine order, specificity, and appropriate level of description and analysis.
 - Arranges and describes manuscript collections and related materials.
 - Creates finding aids for online publication and collection-level MARC records.
 - Provides quality-control and edits finding aids and other discovery tools created by other members of the Archives Team.
 - Ensures the online publication of finding aids and other access tools.
 - Prepares manuscript collections and related materials for digitization.
 - Serves as a liaison to the Digital Collections Committee.
- Participates in the educational and outreach activities as requested.
 - Provides research assistance to users of CHC archival materials as needed.
 - Assists with instructional activities related to primary sources as needed.
 - Assists with the development and preparation of exhibitions and events.
 - Participates in collection development activities and engages regularly with the community and donors.
 - Participates in Board meetings of the Amigos of the Cuban Heritage Collection.
 - Promotes the archival collections of the CHC at conferences and other fora.

Service

- Keeps abreast of relevant technology, literature, and studies for current awareness of trends, developments, and best practices in librarianship and archival processes.
- Serves on/participates in Libraries and University organizations, committees, task forces, and teams as appropriate.

QUALIFICATIONS

Required:

- ALA-accredited Master's degree, an ALA approved overseas equivalent, or a Ph.D. with appropriate library experience.
- Coursework or other formal training in archival management.
- Relevant library experience, including at least one year of experience in special collections or archives.
- Demonstrated knowledge of archival appraisal, preservation, arrangement, description, and access theories and procedures.
- Familiarity with issues, trends, principles and practices in archives and special collections.
- Oral and written fluency in both English and Spanish.

- Excellent communication, interpersonal and organizational skills.
- Ability to assess objectives and operational requirements to develop and implement policies and procedures.
- Strong commitment to excellence in service.
- Experience in using personal computers and related software applications including Microsoft Word, Excel, Power Point, and Access.
- Ability to work independently as well as collaboratively.
- Demonstrated initiative and flexibility.
- Aptitude for accuracy and detail.
- Ability to lift up to 40 pounds.

Preferred:

- Supervisory experience.
- Experience in project planning, management, and completion.
- Scholarly knowledge of the history and culture of Cuba and its diaspora.
- Knowledge of EAD and DACS.
- Familiarity with “More Product, Less Process” approaches to archival processing.
- Experience with at least one archival management software (e.g. Archon, ArchivesSpace, etc.)
- Familiarity with Web development tools.

SALARY AND BENEFITS: Compensation will be competitive and commensurate with experience and qualifications. This is a non-tenure track faculty appointment at the Librarian Assistant or Associate Professor rank. The position offers a comprehensive benefits package including: TIAA-CREF; medical and dental insurance; life, disability, and long-term care insurance available; tuition remission; 13 paid holidays; and 22 days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore, and sporting event discounts; optional fee-based membership in a state-of-the-art wellness center, and no state or local income taxes. More information on benefits can be found at: <http://www.miami.edu/benefits/pdf/bensum-faculty06.pdf>.

APPLICATIONS AND NOMINATIONS: Review of applications will begin immediately and continue until the position is filled; however, applications received by August 15th will receive priority consideration. Applications should be submitted electronically and must include a letter of interest, curriculum vitae and the names of three references. Send nominations and applications to:

Human Resources Manager
 Otto G. Richter Library
 University of Miami
 P.O. Box 248214
 Coral Gables, FL 33124-0320
 e-mail: richter.recruiting@miami.edu

The University of Miami is an Equal Opportunity Affirmative Action Employer. The University has a strong commitment to diversity and encourages applications from candidates of diverse cultural backgrounds.