

COLLEGE OF MENOMINEE NATION

Job Title: Head of Special Collections

First Posting*

Reports to: Library Director

Status: Full-time

Location: College of Menominee Nation- Keshena Campus

Closing Date: 2/17/2009

** First postings are 5 days and are reserved for enrolled members of the Menominee Indian Tribe.*

POSITION SUMMARY:

We are seeking a creative person with an interest in archives. This person will focus his/her energy on developing an archives program including records management for the college, as well as work with other agencies of the Menominee tribe, and other potential donors to identify potential resources, and manage collections. This position plans, organizes, maintains, and preserves a specified print and/or non-print archival collection. Responsibilities include processing archival records, creating finding aids, preparing series descriptions, initiating a conservation plan, creating and managing an Archives database, cataloging, and providing access to materials in accord with the needs of the institution.

The Archivist will develop a mission statement for the Archives; provide recommendations regarding future management of the collection; supervision of the Special Collections reading room, providing user services, doing collection development, planning preservation, and contributing to bibliographic control; establish records management guidelines for the College of Menominee Nation; will also be responsible for educational outreach to faculty, staff, and the community ; and other related duties as the need arises. The archivist will work with staff to prepare appropriate collection and access policies for the Archives. Other duties may include exhibition support, assisting visiting researchers, responding to queries of offsite patrons, and conducting outreach activities (exhibits, tours) to promote interest. This is a partially grant funded position.

ESSENTIAL FUNCTIONS:

- Enhances the materials in the special collections for the purposes of research and the historical record, developing effective aids for their use, including electronic finding aids, guides, and exhibitions;
- provides public service to Library users, including reference, instruction, and outreach;
- Provides guidance and access to information resources, both inside the library and beyond the library;
- Sets policy and levels of practice for special collection and archival matters;
- Provides direction on the processing and preservation of CMN special collections and archival records in the collection;
- Participates in strategic planning, collection development, general reference, and the library instruction program;
- Maintains and implements a records management policy for CMN records having archival value for items in all formats, including print and digital;
- Provides archival, records management, and preservation expertise to CMN offices and departments;
- Strong organizational, analytical, written and interpersonal skills; ability to handle multiple tasks; can work independently and as team member; detail-oriented; knowledge of computer applications in Archives;
- Knowledge of MARC formats.

QUALIFICATIONS:

- Bachelors degree in museum studies
- Experience in an academic library, museum, or archives, including processing archival collections and preparing finding aids
- Ability to work independently, collaboratively, and effectively with faculty, students, staff, donors, and the public
- Ability to guide the work of others;
- Excellent oral and written communication skills;
- Knowledge of MARC formats;
- Knowledge of computer applications for an archives setting.

APPLICATION PROCESS:

A complete application includes: Letter of interest; Current resume; Completed CMN application form (available under job opportunities at www.menominee.edu); Copy of all college level transcripts (official transcripts required if hired); Three professional letters of references; If applicable, provide proof of Tribal enrollment status, honorable or general military discharge paperwork, and proof of any certificates or training in achieve related work.

Posting closes at 4 p.m. on Tuesday, February 17, 2009. Send all application materials to College Of Menominee Nation Human Resources, P.O. Box 1179, Keshena, WI 54135.

**NOTE: pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**