



Philander Smith College is currently accepting applications for the position of Digital Librarian/Archivist.

SUMMARY:

Under the supervision of the Director of Library, the Digital Librarian/Archivist assists in the management and planning of the digital services at D.W. Reynolds Library and Philander Smith College Archives. This individual will work closely with the Library Director to support and troubleshoot automated library services related to the following: ILS and catalog maintenance, electronic resource management and link resolver.

DUTIES & RESPONSIBILITIES:

- Ensures access to electronic resources.
- Troubleshoots issues with ILS and catalog.
- Maintains E-Journal coverage information through the link resolver.
- Manages electronic resource management (ERM) software.
- Manages the daily operations of Philander Smith Archives & Special Collections and serves as primary contact for research requests.
- Develops and maintains archives website, initiates outreach activities, participates in collaborative efforts, and prepares presentations/exhibits to raise awareness of the archives.
- Maintains expertise and awareness of current trends in special collections and archives.
- Provides reference services and assists researchers by explaining library and archival policy.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Master of Library Science Degree from an ALA-accredited program.
- Experience with an integrated library system (ILS).
- Familiarity with emerging Web and information technologies.

HOW TO APPLY:

Review of applications will begin immediately and the position will remain open until filled. Interested applicants should submit a letter of application, resume, copies of transcripts and



three letters of professional recommendations to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying and documents should be in Word format. You may also mail your information to:

Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.