

Archives and Records Management Librarian
Duke Kunshan University
Job Description

Position Overview:

The position oversees the operations of the University archives, records, and special collections.

Reports to:

University Librarian, DKU

Essential Duties:

- Reviewing and developing the University's policies and procedures regarding the scheduling of retention and disposal of the records of the institution; creating policies/guidelines where required.
- Leading all efforts in the acquisition, arrangement, description, preservation, and management of records and associated materials that document the University's history, organization, policies, and activities; working collaboratively to identify institutional records with enduring value; identifying gaps in the University's documentary record and seeks potential donors; negotiating gifts of special value materials; administers information management systems and databases, such as ArchivesSpace and Eloquent Records; curating University born-digital collections, including web archives.
- Working with confidential and proprietary data on a daily basis and has responsibility for the secure storage and transmission of that information and for monitoring/restricting access to it.
- Accessing, administering, processing, preserving, and providing appropriate access to the materials held in the Archives and Special Collections at the Library.
- Providing reference and instruction to staff, students, faculty, and community users regarding archives and special collection resources.
- Working with the University legal consultant to ensure compliance with Chinese regulations and University procedures governing physical and electronic records; advising the University community on records management.
- Providing vision and leadership in developing special collections of the University as needed; directing and managing the operations of the special collections; maintaining awareness of all aspects of the activities and collections.
- Collaborating with other units at the Library on digital preservation planning to ensure long-term accessibility of digital assets.
- Working closely with Acquisition and Metadata Librarian and technical service staff to provide public access to resources relating to University history.
- Providing research consultations, instruction, and reference assistance for students, faculty, staff and administrators on questions in archives and records management.
- Collaborating with other staff to curate University history-centered and special collections exhibitions, and preparing University history focused content for a variety of outlets including social media and websites.

Other Duties:

- Planning, developing, and delivering library outreach programs.
- Facilitating and coordinating special library projects.
- Compiling statistics, analyzing data, and preparing reports relating to areas of responsibility.
- Participating in the Library's subject liaison program as needed.
- Performing other job related duties as required or assigned.
- Supervising interns and student assistants as needed to provide instruction and research services.
- Job responsibilities will continue to expand in scope and depth as the University Library grows in size and complexity in its collections and services.

Required Qualifications:

- M.A. in ALA-accredited master's degree or equivalent in Library/Information Sciences focusing on archives and records management.
- Minimum three years' professional experience in university archives, special collections, or related research organizations.
- Knowledge of current archival trends and best practices, theories, and applicable laws/regulations.
- Knowledge of records management best practices and records retention schedules
- Experience with archival and records management systems.
- Commitment to excellent services, teamwork, diversity, and inclusiveness.
- Excellent in oral and written communication skills in English.
- Ability to work well independently and as a team member.
- Strong communication, planning, problem-solving, and analytical skills.
- Demonstrated abilities in research, scholarly work, and professional services.

Preferred Qualifications

- Second advanced degree.
- Experience in collection development and donor relations.
- Experience in academic libraries or understanding of issues in higher education
- Excellent project management skills.
- Grant writing experience.
- Knowledge of rare books and special collections.
- Understanding of digital collection development and management.
- Experience training, mentoring, and supervising staff and/or student workers.
- Fluency in oral and written Chinese.
- Demonstrated evidences in research and scholarly work, and professional services.

How to Apply:

Duke Kunshan University requests from all applicants a curriculum vitae, a cover letter, and the name and contact information for three references. The materials should be submitted to DKUrecruitment@dukekunshan.edu.cn. Priority will be given to applications received by September 30, 2018 and applications will continue to be reviewed until the position is filled.

Faculty status will be considered with demonstrated evidences and continuing plans in research and scholarly work.