Position: Archival and Digital Storage Librarian  

Type: 12 month, Tenure-Track Position

Rank: Senior Assistant Librarian

Available: January 2016

Location: Walter W. Stiern Library

Contact: Eileen Montoya; Administrative Support Coordinator II  
Search and Screening Committee  
California State University, Bakersfield  
9001 Stockdale Highway Bakersfield, CA 93311-1022

Applications will not be considered after November 2, 2015. To apply, send curriculum vita, letter of application, unofficial transcript and, minimally, three reference contacts to the address listed under contact. Prior to hiring, official transcripts will be required.

Description: California State University, Bakersfield seeks an enterprising librarian for an Archival and Digital Storage librarian position. This position will include instruction, collection development, and other responsibilities as assigned. The successful candidate will make significant professional contributions to the Walter W. Stiern Library, a teaching-learning facility fully integrated with technology to support the overall mission of the University. The library, with 150,000 square feet on five levels, opened in 1994, and contains more than half a million physical items and wide-ranging digital resources. The library is a major campus technology center that is actively involved in student learning and is a hub for public and campus engagement.

Responsibilities:

The primary responsibilities will be:

- Coordinate and manage the library’s archives and special collections
- Manage the library’s digital initiatives, which will include off-site virtual storage and digital conversion projects
- Write grant proposals for library projects
- Develop programs, exhibits, and projects, in close cooperation with CSUB history department, that instructs students in public history methodologies
- Work with the community to acquire resources and further historic preservation initiatives

In addition to the coordinator position, the successful candidate will create instruction and teach archival methods and digital literacies, provide liaison services to academic departments and reference service to students and faculty, and other tasks as assigned. Work schedule will include day, evening, and weekend hours depending upon institutional needs. As a
member of the faculty, the successful candidate will be required to contribute to the scholarship of the discipline and to serve the university and community.

**Required Qualifications:**
- Masters in Library Science from an American Library Association accredited program
- Three to five years of experience working with archives, historical materials, and digital storage
- Experience writing grant proposals and locating funding opportunities
- Minimum of three years teaching experience in historical and library literacy related instruction
- Proven skills in the management and organization of special projects and supervision of volunteers
- A strong commitment to public service
- Knowledge of, or experience with, historical documents, photos, and other media
- Excellent interpersonal, oral, and written communication skills
- Ability to work effectively with and enjoy assisting community members, faculty, students, and colleagues in a diverse, multicultural setting.
- Excellent organizational skills with the ability to work on multiple projects simultaneously.
- Personal initiative

**Desirable qualifications:**
- Master or higher degree in history
- Experience working with regional collections specifically those of the Southern Joaquin Valley

**Background Check:** A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**Mandated Reporter:** The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

California State University, Bakersfield is committed to Equal Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, genetic information, sexual orientation, marital status, disability or covered veterans’ status.