



## **Libraries and School of Information Studies**

### **Position Announcement**

#### **Assistant Dean, Archives and Special Collections and Head, Virginia Kelly Karnes Research Center**

##### **Appointment at the Associate/Full Professor (clinical/professional)**

Purdue University Libraries seeks a dynamic, innovative, and forward-thinking leader for the role of Assistant Dean and Head of the Virginia Kelly Karnes Archives and Special Collections Research Center (ASC). This is a twelve-month, fiscal-year appointment. ASC advances the University's teaching and research missions, and is the repository for rare, distinctive collections of primary sources at Purdue. The department includes special collections of rare books, personal papers and manuscripts, university archives, and conservation services. ASC has undergone rapid growth in usage, collections, instruction and outreach services, and this position requires strong leadership, vision, and collaboration skills to guide the division into the future. The university's procedures for appointing and promotion clinical faculty apply to this position (see <https://www.purdue.edu/provost/policies/clinical-faculty.html>).

The Assistant Dean and Head is a member of the Libraries' leadership team and is responsible for overall management and strategic planning for ASC. This position establishes priorities for the unit and leads a team of 13 full-time employees, including 10 archivists, and 10-15 student employees, overseeing the growth of programs, curricula, and services in support of the Libraries' strategic objectives. Current priorities include planning for expansion of physical spaces and broadening the scope of collections to include underrepresented voices, continue reparative descriptive work, and partnering with Purdue departments, cultural centers, and impacted communities in the preservation of their histories.

The Assistant Dean and Head of ASC collaborates with other university departments and units on acquisitions, digitization, teaching, exhibitions and outreach. This position works closely with the Libraries' senior director of advancement in donor engagement and obtaining resources to support the preservation and access of collections and expansion of programs and services.

As a faculty member, the Assistant Dean and Head engages in instruction and learning activities, research and scholarship, mentoring, faculty governance, and service to the profession. The Assistant Dean and Head maintains a visible presence across the university, representing the Libraries as needed in media interviews, speaking engagements at events and programs, and participation in conferences and professional meetings. This position leads the development of archives-related instruction as part of the Libraries and School of Information Studies curriculum.

### **Required qualifications**

- Master's degree from an ALA-accredited Library and Information Science program. Will also consider a master's degree in archives administration from an accredited institution, or a PhD in an academic discipline with relevant professional experience
- Five years of managerial or supervisory experience in an archival or special collections setting
- Demonstrated experience supporting and cultivating the development and advancement of a highly motivated staff
- Excellent verbal and written communication with experience interacting with the press and marketing and development professionals
- Knowledge of best practices and standards in managing archives and special/distinctive collections including legal matters, conservation, research with primary source materials, and digitization projects
- Ability to cultivate and sustain donor relations
- National or international reputation in the archival or special/distinctive collections field

### **Preferred qualifications**

- Experience coordinating teaching and outreach efforts in an archives/special collections environment
- Experience with curriculum development and teaching for-credit courses
- Successful track-record developing, writing, and managing grants

**Rank:** Anticipated rank at hiring: Associate/Full Professor (clinical/professional appointment).

**About the Purdue Libraries:** Purdue University Libraries and School of Information Studies (Libraries), recipient of the 2015 Award for Excellence in University Libraries from the Association of College and Research Libraries (ACRL), is at the forefront of academic librarianship and redefining the role of the academic, research library in learning, discovery, and engagement activities of the University. Libraries faculty and staff are deeply involved in information literacy instruction and instructional design, redefining of learning spaces, scholarly communication, data management, and global outreach. Libraries faculty have expanded their collaborative endeavors with disciplinary faculty in integrating information literacy into the core curriculum.

**About the Department:** Archives and Special Collections is the primary repository for Purdue University's archives, rare books, historic photographs, and manuscript collections. It encompasses the Barron Hilton Flight and Space Exploration Archives, the Betsy Gordon Psychoactive Substances Research Archives, the Susan Bulkeley Butler Women's Archives, and many other distinctive collections of global import. The Libraries' conservation lab is also part of the division.

### **Salary and benefits:**

Commensurate with experience, anticipate annual salary range of \$100,000- \$125,000 for associate professor; \$120,000-\$145,000 at professor rank.

Start-up funds are provided for computer/software/equipment, and for travel and professional development.

Purdue provides a generous fringe benefit package that includes retirement benefits as well as health, disability and life insurance, and tuition support for employee, children, and spouse.

Purdue provides dual career assistance and relocation services.

Relocation funding will be available and discussed on a case-by-case basis.

**Application process:**

Submit applications online at [https://careers.purdue.edu/job/Assistant-Dean%2C-Archives-&-Special-Collections%2C-Clinical-AssociateFull-Professor/34517-en\\_US/](https://careers.purdue.edu/job/Assistant-Dean%2C-Archives-&-Special-Collections%2C-Clinical-AssociateFull-Professor/34517-en_US/) and include the following:

1. Cover letter describing your interest in the Assistant Dean position and addressing the required qualifications;
2. Curriculum vitae;
3. Names and contact information for three references.

A background check will be required for employment in this position.

This position will remain posted until filled, applicants are strongly encouraged to apply by the review date of **December 7, 2024**.

Inquiries may be sent to Carole Tolley, Lead Administrative Assistant at [tolleyc@purdue.edu](mailto:tolleyc@purdue.edu).

**Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.**