THE UNIVERSITY OF ALABAMA LIBRARIES

ARCHIVAL ACCESS COORDINATOR

DESCRIPTION: The University of Alabama Libraries is seeking a dynamic, experienced archivist for the position of Archival Access Coordinator in the William Stanley Hoole Special Collections Library. The W.S. Hoole Library is a national resource specializing in the unique history and culture of the state of Alabama, including the University of Alabama. The Archival Access Coordinator works closely with the Curator and the Public and Outreach Services Coordinator to provide access to and promote the use of the W.S. Hoole Library collections. The W.S. Hoole Library in conjunction with the University Libraries is actively investigating digitization projects. The Archival Access Coordinator reports to the Curator of the W.S. Hoole Special Collections Library.

RESPONSIBILITIES: Responsible for ensuring access to manuscripts and personal papers, audio/visual materials, photographs, realia, and other resources in a variety of formats. Supervises two classified staff, interns, graduate and student assistants, and volunteers. Provides reference and research services. Assists with donors and with outreach and instructional activities. Participates in the administration and operation of the Hoole Library. May also serve as subject specialist and library liaison.

QUALIFICATIONS: Required: ALA-accredited M.L.S. or Masters of Archival Studies or certification by the Academy of Certified Archivists. Demonstrated archival experience, including processing work. User-centered service orientation. Strong interpersonal, written and oral communication skills. Ability to work cooperatively and collegially with department and library colleagues and with university faculty and staff at all levels. Initiative and flexibility. Knowledge of current trends and technological developments in the archives field, including digitization. Evidence of potential to meet University requirements for promotion and tenure.


**SALARY/BENEFITS:** 12-month tenure track appointment. Rank and salary commensurate with qualifications and experience. Strong benefits including professional development support and tuition fee waiver; substantial moving allowance may be available.

**TO APPLY:** Send letter of application, resume, and names, addresses, and phone numbers of three references to:

Ms. Voni B. Wyatt, Personnel Officer  
The University of Alabama Libraries  
Box 870266  
Tuscaloosa, AL 35487-0266

Applications received by July 15, 2001 are assured of receiving full consideration.

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THE UNIVERSITY OF ALABAMA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER