

# HUMBOLDT STATE UNIVERSITY



## Archivist & Digital Publishing Specialist (Internal Only)

University Library

Job #21-18

Close Date: Wednesday, May 19, 2021

**(Job #21-18) Library Services Specialist III, Archivist & Digital Publishing Specialist, \$3,528 – 6,505/month.** Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a full-time, benefited, 12-month pay plan position in the University Library. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>. Please note that this is an internal recruitment open only to active, stateside, staff Humboldt State University Employees.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

**Position Summary:** The Archives & Digital Publishing Specialist (LSS III) supports the work of the Special Collections and Scholarly Communications Offices. The position will work with a dynamic and collaborative team of librarians and students to provide digital publishing services and archival research opportunities that create meaningful professional experiences for Humboldt State University students and the broader Humboldt community.

Humboldt State University Press, a primary feature of the Scholarly Communications Office, publishes high-quality scholarly, intellectual, and creative works by or in support of our campus community. The position will provide project management and production workflow support as part of the Library's effort to facilitate and promote high-quality academic work by or in support of HSU students, alumni, and faculty. The Archives & Digital Publishing Specialist will support student and faculty research related to northwestern California by providing digital and physical access to the unique archives in Special Collections. This work includes preserving, arranging and describing archival collections and preparing this material for large scale digitization.

The Archives & Digital Publishing Specialist will support digital and publishing projects and ensure public-facing HSU works are synonymous with academic achievement and excellence. This position will assist with the research, project management, production, accessibility, distribution, and preservation of history, scholarship, creative works, and other works of knowledge. The Special Collections and Scholarly Communications offices facilitate student professional development, build bridges with the community, and raise Humboldt State University's visibility and reputation, with the effect of improving the enrollment, retention, and success of HSU graduate and undergraduate students.

#### **Duties:**

##### **Digital Publishing Management**

- Support publishing projects, including books, journals, digital artifacts, digital collections, websites, open educational resources, multimedia, and other public facing content.
- Support open educational resources (OER) initiatives, including open access textbooks, class projects, websites, and digital collections.
- Train, supervise and coordinate students and volunteers for Scholarly Communications projects.
- Provide editorial, typesetting, and design in support of Scholarly Communications projects.
- Conduct and manage masters thesis and project reviews, approvals, reports, and publication.
- Provide quality assurance of institutional repositories, collections, and exhibits, including but not exclusive to Archive-It, ContentDM, CSU ScholarWorks, Humboldt Digital Scholar, Digital Commons, Omeka, Drupal, wikis, and other related platforms, and including any migration projects.
- Lead digitization projects and ensure digitization compliance with California Digital Library standards and HSU accessibility standards.
- Ensure compliance of all public facing content with accessibility and metadata standards, including to office and professional standards.

##### **Archives Management**

- Assist in the description, preservation, and access to print archival materials including but not limited to photographs, maps, manuscripts, journals, rare books, as well as oral histories and audiovisual material.
- Create, review and publish collection guides and finding aids using protocols outlined in the Describing Archives: A Content Standard (DACS) and the Online Archive of California (OAC).
- Train, supervise and coordinate students and volunteers in support of Special Collections projects, with an emphasis on handling archival material.
- Maintain document retention and disposition schedules, and implement appropriate operational best practice.
- Coordinate photo duplication requests and answer related copyright questions.
- Respond to reference requests for Special Collections and Scholarly Communications.
- Oversee archival storage facilities by monitoring humidity and temperature and keeping an up-to-date storage map.
- Oversee online and physical exhibits, including following best practices for displaying archival material.
- Manage the retrieval and return of archival documents in Special Collections and maintain statistics of materials' use.
- Manage Special Collections reading room schedule, including managing librarian and peer reference desk hours and scheduling reference appointments.

##### **Administrative Responsibilities**

- Create and execute marketing and outreach plans for Special Collections and Scholarly Communications publications, projects, events, and public facing content.
- Provide support for instruction, tours and events.
- Generate reports, statistics, and documents illustrating progress on projects for use to administration, donors, colleagues, granters, and other related stakeholders.

- Participate in professional development opportunities to remain up-to-date in archival and digital publishing trends and best practices.
- Assist with office budgets and student assistant payroll, including ordering supplies for the departments.
- Oversee office communications, including telephone, email, social media, and in-person
- Facilitate and coordinate consultations with partners, researchers, collaborators, colleagues, patrons, donors, media, and vendors among others.
- Participate in library, campus, and professional meetings as related to job duties
- Perform related duties as required.

**Minimum Qualifications:** Education equivalent to a bachelor’s degree and experience which has provided the incumbent with the knowledge, special skills, and abilities listed below. Minimum one year of experience in a library, archive, publishing house, or similar cultural institution setting.

**Required Knowledge, Skills, and Abilities:** Excellent written and oral communication skills. Project management experience. Attention to detail. Ability to learn and teach new concepts and technology to a variety of users. Ability to establish and maintain working relationships with a diverse group of staff, students, and faculty from diverse backgrounds. Problem solver. Flexible, organized, and has experience working with a team.

**Preferred Qualifications:**

Demonstrated knowledge of:

- Archival processing including the creation of finding aids; appraisal; and preservation.
- Accessibility standards.
- Digitization workflows and standards.
- Publishing workflows.
- Description and metadata standards.

Demonstrated skills of:

- Using Microsoft Office and Adobe Creative Suite software.
- Application of HTML, Dreamweaver, and/or Drupal.
- Copyediting and proofreading.
- Typesetting and design.
- Creating and managing content in Omeka, Digital Commons, ContentDM, CSU ScholarWorks, or other institutional repository systems.

Demonstrated abilities of:

- Managing multiple projects and deadlines.
- Coordinating and promoting events.
- Hiring, supervising, and instructing student assistants and interns.
- Customer service.
- Promotion of an office, product or service.

Supervision and Lead Duties:

- This position reports primarily to Special Collections Librarian Carly Marino, and in absence of Carly Marino, to Scholarly Communications and Digital Scholarship Librarian Kyle Morgan.
- This position is lead responsible for students, interns, and volunteers

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

**CLICK HERE TO APPLY NOW:** <http://apply.interfolio.com/87377>

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Wednesday, May 19, 2021.

Any inquiries about this recruitment can be directed to [careers@humboldt.edu](mailto:careers@humboldt.edu) or HSU's Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).*

*Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.*

*Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).*

*Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.*

*Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.*

*Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.*

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See more photos at [Humboldt State University's Flickr page](#).