Job Opportunities
University of the District of Columbia (UDC)

Position: Assistant/Associate Professor *

Salary Range: Rank and Salary Commensurate with Qualifications

Location: Van Ness Campus

Areas of Consideration: Nation-wide

Responsible to: Dean, Learning Resources
                     Provost and Vice President, Academic Affairs

Announcement

Date: 02-04-05

Number: 05-02

Closing Date: 03-22-05

Brief Description of Duties

Plans and develops archival collections, including participating in the establishment and implementation of policies and standards for the archives.

Acquires and preserves official University publications; collects archival materials from non-official sources, such as private papers of faculty or staff members, student publications and records of student organizations and activities, papers and memorabilia from alumni.

Establishes criteria for appraisal and retention of records.

Describes, analyzes and arranges materials to appraise value to posterity; coordinates the acquisition, cataloging, maintenance and preservation of valuable material; and oversees the disposition of worthless material.

Advises and assists users in response to reference service requests; finds significant records related to the history of the university, in research activities; and consults on archival information.

Qualifications Required

Master’s degree in Library or Information Science with one year of experience in archival administration or management or a Master’s degree in History with an emphasis on archival organization, appraisal and description as well as historical research methodology. Some professional experience in archival science or in a directly related field of work such as history that involved the collection, appraisal, analysis or synthesis of information having historical or archival values.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

* This appointment is grant funded and it is subject to terminate at anytime.

Please submit UDC Professional Application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-12  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008