

# SEARCH PROFILE:

ASSOCIATE UNIVERSITY LIBRARIAN/  
ARCHIVIST FOR SPECIAL COLLECTIONS



**ASU**<sup>®</sup> **Arizona State University**

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The Arizona State University (ASU) Library seeks a highly qualified and experienced leader for the position of Associate University Librarian (AUL) for Special Collections. The core responsibility of the AUL is to provide unified strategic vision, strategic leadership, effective coordination, and management of teams, collections, and archives to support and advance the learning, teaching, and research activities of America's most innovative university.

## ABOUT THE POSITION

Reporting to the University Librarian, the AUL for Special Collections' portfolio includes librarians, archivists, and staff distributed across the following units:

- [Community Driven Archives \(CDA\) Initiative](#)
  - Collections Processing and Access
  - Outreach and Engagement
  - Research and Instruction Services
  - Community-Engaged Collections
    - Black Collections
    - Chicano/a Research Collection
    - Design and the Arts Special Collections
    - Greater Arizona Collection
    - LGBTQ+ Studies Collection
    - Theatre for Youth and Community Collection
    - University Archives
- [Distinctive Collections](#)
  - Latin Americana Collections
  - Rare Books and Manuscripts
- [Labriola National American Indian Data Center](#)
- [John S. McCain III Library](#)

The AUL will lead a newly-reconfigured directorate to continue the ongoing transformation of Special Collections at ASU Library by leveraging a deep understanding of libraries, archives, and distinctive collections. By providing empathetic leadership, the AUL will foster a collaborative culture that models reparative action and broadens access to and preservation of knowledge.

As national leaders, the award-winning Community Driven Archives Initiative and Indigenous-led Labriola Center are developing and implementing innovative solutions that address inequities, erasure, and trauma in memory keeping. The Library's Distinctive Collections includes an inclusive collection of rare books and manuscripts. The John S. McCain III Library will make available to users the public papers of a roster of Arizona's most significant congressional representatives.

As a member of the Library Management Group (LMG), reporting to the University Librarian, the AUL will contribute to the success of the ASU Library through high-level participation in university and library planning, policymaking, and goal setting. They will have a special responsibility to foster collaboration among all the operational directorates of the Library.



## ABOUT THE POSITION (CONT.)

With an understanding of and commitment to a culture of collaboration and innovation, the AUL will align with and advance the University's mission of inclusion and excellence. We are uniquely positioned to advance that mission both by what we do (e.g., collections and services) and how we do it (as a community committed to mutual respect and justice). The [ASU Charter](#) and [Design Aspirations](#) are fundamental to all our work.

### ESSENTIAL FUNCTIONS

The AUL will report to the University Librarian as a member of the ASU Library Management Group, participating broadly in organizational leadership functions. The AULs together will be responsible for a culture of collaboration, cooperation, and seamless interaction across the Library.

- Communicate a clear and unified vision and strategy for the future of ASU's Special Collections and its unique focus.
- Provide direct leadership, supervision, and oversight for the ASU Library Special Collections Directorate.
- Lead and support philanthropic fundraising and grant-writing activities to develop and extend the collections, services, and programming of the Directorate.
- Coordinate and develop Library relations with academic units across the University to enhance the visibility and use of ASU's special collections.
- Lead and support University and public programming including displays and exhibitions, events, lectures, etc. to showcase the holdings within Special Collections.

- Serve as the public representative of the Special Collections Directorate in the Library, across the University, and in the many communities served by the ASU Library.
- Demonstrate multicultural competence and help create an educational and work environment that affirms our commitment to inclusion. Adhere to high ethical standards and promote professionalism among staff and demonstrate integrity, respect, and fairness in all interactions.

### RESPONSIBILITIES

- Lead a wide-ranging team of curators, archivists, and staff through the process of creating and implementing a collective vision and strategy while ensuring that each individual unit flourishes.
- Maintain a broad understanding of Arizona State University's teaching and research programs and initiatives, and, in consultation with others, ensures that the Library's Special Collections services and programs meet faculty and student needs.
- Work closely with other directorates to enable and streamline collections care, acquisition, description, storage, and access, including on digital platforms, and to ensure compatibility and compliance with University system requirements, branding, standards, policy, procedure, and security.







## QUALIFICATIONS

### REQUIRED

- Master of Library Science degree from an ALA-accredited institution or a master's degree in history or archival studies.
- Record of professional appointment and recent experience of demonstrated leadership in library or archival special collections.
- Substantial and progressively responsible professional experience in academic libraries, a significant portion of which must include recent administration/management and/or supervisory experience.
- Record of accomplishment sufficient to achieve [continuing appointment](#) in the ASU Library at the rank of Associate or Full Librarian or Associate or Full Archivist.

### PREFERRED

- Record of success in management and operation of public-facing library services.
- Evidence of professional competence and experience in organization of library and archival collections.

- Demonstrated experience in facilitating team communications with staff, external organizations, project partners, and consortial constituents.
- Demonstrated cultural competence in addressing the concerns of communities such as those served by the Labriola Center and the Community Driven Archives.
- Demonstrated successful leadership experience from within an inclusive community of professionals serving an inclusive community of users in a welcoming environment with the highest standards of customer service.
- Excellent communication skills, oral, written, and in dealing with the public in multiple settings.

### RANK

This is a continuing appointment track academic professional position. To be hired at the rank of Associate/ Full Librarian you must have a Master of Library Science degree from an ALA accredited School. To be hired at the rank of Associate/Full Archivist you must have a master's degree with relevant experience in libraries or archives.





## APPLICATIONS AND NOMINATIONS

Academic Search is assisting Arizona State University in this search. Nominations and expressions of interest may be submitted in confidence to [ASU-AULSpecialCollections@academicsearch.org](mailto:ASU-AULSpecialCollections@academicsearch.org). When submitting a nomination, please include the nominee's name, position, institution, and email address.

Confidential conversations about this opportunity may be arranged by contacting Dr. Eric Richtmyer at [eric.richtmyer@academicsearch.org](mailto:eric.richtmyer@academicsearch.org) or by phone at 202-332-4049.

**Application Procedures:** This is a paperless search; only electronic materials will be accepted. To apply, please submit electronically to <http://apply.interfolio.com/162702> the following: 1) A cover letter, 2) comprehensive vita or resume, and 3) names, addresses, phone numbers, and email addresses of 3 recent professional references. No paper applications, faxes or emails will be accepted.

The application deadline is **Monday, March 17, 2025**.

Applications will continue to be accepted on a rolling basis for a reserve pool. Applications in the reserve pool may then be reviewed in the order in which they were received until the position is filled.

**Other Information:** Hiring is contingent upon eligibility to work in the United States. For more information regarding ASU, visit our website: [www.asu.edu](http://www.asu.edu). For more information about the Phoenix metropolitan area, please visit [www.visitarizona.com](http://www.visitarizona.com).

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

A background check is a requirement for employment. Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applications will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

See <https://www.asu.edu/aad/manuals/acd/acd401.html> and <https://www.asu.edu/titleIX/>.

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

# ABOUT ACADEMIC SEARCH

Academic Search is assisting Arizona State University in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

