

POSITION VACANCY ANNOUNCEMENT

- POSITION:** Florida Political Papers Archivist
- RANK:** Assistant University Librarian or Associate University Librarian
- REPORTS TO:** Head, Florida History Unit, Special and Area Studies Collections
- SALARY:** \$57,383 minimum salary at the Assistant University Librarian rank
\$66,371 minimum salary at the Associate University Librarian rank
The Smathers Libraries offer a salary commensurate with experience and credentials.

The University of Florida offers a competitive benefits package including health, retirement, paid time off, discount programs, professional development and worklife support. [Learn more.](#)

JOB #: 528354 ([Apply now](#))

DEADLINE DATE: September 28, 2023. Applications will be reviewed as received.

JOB SUMMARY

The Florida Political Papers Archivist position is a 12-month, tenure-track library faculty position in the Special and Area Studies Collections Department (SASC). The successful applicant will curate manuscript collections in the P.K. Yonge Library of Florida History related to the state's political past, as well as those related to Native and Indigenous peoples. The Archivist builds archival collections, processes or supervises processing, and provides reference assistance for these collection areas. The Archivist plays an integral role in public and technical services aspects of the P.K. Yonge Library of Florida History, collaborating with personnel, providing access to, and promoting Florida history materials through programs, exhibits, and publications. In collaboration with SASC's Collection Services Unit, the Archivist ensures that collections are processed in a timely fashion and accessible broadly.

The Florida Political Papers Archivist prioritizes collections for processing, coordinates with the head of Public Services when relevant collections are used, identifies materials for digitization and provides necessary metadata, delivers interpretive content for an online presence, and works closely with the Senior Director of Development and External Relations to secure funding for the collections. The Archivist coordinates with other department curators to preserve and describe the department's rich and extensive digital holdings. The position also collaborates with and advises colleagues in Humanities and Social Sciences on related political and Native American archival collections and programming. The position supports academic areas such as Political Science, the American Indian and Indigenous Studies Program, and UF's interdisciplinary programs. The Archivist develops archival collections to support current and emerging research and instructional needs, provides general and specialized subject area

reference services, research assistance, and library instruction, and participates in departmental and Libraries-wide outreach programming.

The Smathers Libraries are committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We support that commitment by offering a fulfilling work experience that allows for collaboration, growth, and development, as well as shared perspectives. To support all colleagues, students, faculty, and staff and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, and perspectives.

The Libraries encourage broad participation in reaching decisions, and consequently the Florida Political Papers Archivist will contribute to discussions and provide input and serve on various committees and teams. The Archivist will also pursue professional development opportunities, including research, publication, and professional service activities to meet library-wide criteria for tenure and promotion.

RESPONSIBILITIES

Primary responsibilities of the Florida Political Papers Archivist include collection management and access to, promotion of, and outreach related to political papers and Native American archival collections.

- Provides vision and strategic direction for the political papers and archival materials related to Native and Indigenous history of what is now the state of Florida, skillfully managing and developing collections, services, and programs. Provides curatorial leadership, including creating and updating collection policies.
- Acquires materials to meet emerging needs and maintain strengths of collections, staying current in best practices and areas of expertise needed for advancing collection priorities. Establishes and maintains vendor relationships.
- Coordinates with technical services staff and others, manages all support and services for the Florida political paper collections and holdings related to Native and Indigenous peoples. Evaluates needs, plans for, and manages processing of materials, spaces and locations, preservation and conservation.
- Manages personnel, projects, materials, and space allocations effectively, with sound stewardship of assets (funds, data, holdings). Reports regularly on these activities, with efforts in seeking external funding through grants coordinated with Libraries grants staff. Maintains and cultivates relations with donors, in coordination with Libraries administration and development staff.
- Facilitates access to collections under this position's management by providing research assistance, consultations, and orientations, provides assistance for general public services as needed by department, and maintains knowledge of department collections and related resources to actively support library assets and services.
- Seeks out and responds to requests for course-integrated instruction and specialized sessions for academic courses, with time commitments for co-teaching or teaching a course approved by SASC Chair.
- Sets digitization priorities, creates structure and access to, and maintains relevant research tools such as bibliographies or other descriptive guides in support of research and teaching. Develops exhibitions, catalogs, or interpretive writings to promote access in and outside UF.
- Promotes awareness of the collections through programs and related outreach events and associated academic programs and tours.
- Pursues professional development including research, publication, and professional service activities to meet library-wide criteria for tenure and promotion. Acquires and maintains expertise in relevant specializations, pursuing external recognition through peer-reviewed publications and other means.
- Contributes to faculty governance and provides service to the profession, University, and Libraries, as well as to the public good through community and other stakeholder engagement, consistent with role and rank.

QUALIFICATIONS

Research indicates that applicants from underrepresented groups are hesitant to apply for positions if they do not meet all the required and preferred qualifications.¹ We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleague develop the preferred skills. Additionally, applicants are encouraged to communicate how their work and other experiences satisfy the required qualifications in ways that may not be obvious.

Required:

- Masters or Ph.D. in a relevant academic field.
- Minimum two (2) years of relevant experience for appointment as Assistant University Librarian. Minimum eight (8) years of relevant experience required for appointment as Associate University Librarian.
- Demonstrated knowledge of Florida and United States history, as well as subject areas relevant to position.
- Familiarity with academic library research resources and researcher practices.
- Demonstrated ability to work effectively, independently, and collaboratively in a collegial environment with faculty, students, administrators, and the general public.
- Initiative, flexibility, and the ability to adapt and work creatively in a complex, rapidly changing academic environment.
- Evidence of excellent interpersonal skills, including oral and written communication, presentation and/or teaching and/or training skills.
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, and perspectives in research, teaching, service, and other work.
- Strong potential to meet the requirements for tenure and promotion outlined in the [departmental by-laws](#).

Preferred:

- MLS/MLIS from an ALA-accredited program.
- Minimum two (2) years of relevant library work experience.
- Experience in archives and/or collection management.
- Experience with outreach and community engagement.
- Experience with, or coursework in, classroom instruction.
- Experience with, or coursework in, digital humanities.

DEPARTMENT OF SPECIAL AND AREA STUDIES COLLECTIONS (SASC)

The Special and Area Studies Collections Department encompasses international, circulating, and special collections in its holdings, services, programs, and personnel. It contains four preeminent collections that distinguish Smathers Libraries, including the Latin American and Caribbean Collection; the Baldwin Library of Historical Children's Literature; the Isser and Rae Price Library of Judaica; and Florida History Collections. The department is committed to further embedding diversity, inclusion, and equitable practices into how it serves the University of Florida and external communities. The Florida Political Papers Archivist will be part of a department-wide effort to reappraise and redress exclusion, in addition to building new directions for holdings.

¹ Schmaling, K. B., Blume, A. W., & Baker, D. L. (2017). Characteristics of Faculty Position Advertisements Associated with Applicant Diversity. *Journal of Higher Education Theory & Practice*, 17(8), 10–17. Collier, D., & Zhang, C. (2016). Can We Reduce Bias in the Recruiting Process and Diversify Pools of Candidates by Using Different Types of Words in Job Descriptions? Mohr, T. S. (2014). Why Women Don't Apply for Jobs Unless They're 100% Qualified. *Harvard Business Review*, 25.

UNIVERSITY OF FLORIDA LIBRARIES

The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six campus libraries and the off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents, and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children's Literature, and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and participate in a variety of collaborative, international projects while engaging with the UF community. We are a member of the Association of Research Libraries (ARL) and other regional library consortia.

The [library staff](#) comprises more than 300 FTE librarians, technical/clerical staff, and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#). The Smathers Libraries foster and maintain a culture that supports DEI, as values are foundational and permeate all aspects of our organization (see [Strategic Directions 4: Diversity, Equity, and Inclusion](#)). Support for professional development is central to the Smathers Libraries. Supports include a formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

LAND ACKNOWLEDGMENT STATEMENT

The Smathers Libraries recognize that the main (Gainesville) campus of the University of Florida is located on the ancestral territory of the Potano and later the Seminole peoples. The Smathers Libraries acknowledge its obligation to honor the past, present, and future Native residents and cultures of Florida.

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is the state of Florida's preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 [Senator Paul Simon Award for Comprehensive Internationalization](#). UF is currently fifth among "Top Public Universities" in the U.S. News and World Report. UF has a long history of established programs in international education, research, and service. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). At UF we have some of the top faculty in the country. In addition to attracting over \$900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. In 2020 President Fuchs announced a [UF-Anti-Racism Initiative](#). For more information, please consult the [UF homepage](#) and the [Office of the Chief Diversity Officer](#) website. A snapshot of the student body [diversity statistics](#) is available online from UF Institutional Planning and Research.

BENEFITS

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax. The University of Florida provides ongoing [guidelines and resources related to COVID-19](#).

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment

including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call the University of Florida Human Resources at 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD).

GAINESVILLE COMMUNITY

Gainesville and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an award-winning, innovative city, friendly to professionals and families. The [Guide to Greater Gainesville](#) combines award-winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to promote racial equity. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

APPLICATION PROCESS

To apply, submit

- a cover letter detailing your interest in and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)
- a written statement of 500 words on the following topic: Describe your vision for building, interpreting, and promoting the manuscript collections in the P.K. Yonge Library of Florida History relating to the state's political past and to the Native and Indigenous history of what is now the state of Florida.

Apply by 11:55 pm (EST) on September 28, 2023 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Job 528354](#). Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process, please contact Joe Piazza, George A. Smathers Libraries Human Resources Office, at jpiazza@ufl.edu.