

**Vacancy**  
**Director, Women and Leadership Archives**  
**Loyola University Chicago Libraries**

Loyola University Chicago (Loyola) seeks nominations and applications to identify user-focused, innovative, and forward-thinking candidates to serve as the next Director of its Women and Leadership Archives (WLA). This position will provide strategic direction and leadership, work collaboratively across campus, and engage with the local, state, and broader community and national and international partners to develop, manage, promote, and make accessible the WLA's collections in support of Loyola's teaching, learning, research, and service missions. Organizationally the WLA is part of the Gannon Center and the University Libraries. Loyola encourages applications from underrepresented groups and from those with diverse backgrounds and life experiences.

As a member of the libraries Leadership and Planning Team, the Director will work to effect a user-focused agenda in support of teaching, learning, and research; ensure organizational efficiency and effectiveness; share responsibility for policy formulation, resource allocation, and organizational development; contribute to shaping strategic initiatives; and play a key role in establishing priorities, assessing outcomes, and accomplishing the vision for the Libraries' future, in alignment with the University's strategic plan. In concert with Loyola's Jesuit values, the Director will consistently promote teamwork, respect, diversity, and inclusiveness.

This position is a full-time, yearly appointment with non-tenured faculty status. It reports primarily to the Dean of Libraries and secondarily to the Director of the Gannon Center for Women and Leadership. For additional information, please visit <http://libraries.luc.edu> and <https://www.luc.edu/gannon/>.

**Environment**

Founded in 1870, Loyola is one of the nation's largest Jesuit, Catholic universities. Loyola is a private, not-for-profit institution consisting of eleven schools and colleges with four locations in Chicagoland and a campus in Rome, Italy, providing educational services to approximately 17,000 students in undergraduate, graduate, and professional degree programs. The University enjoys robust enrollments, an outstanding reputation for the quality of its teaching, and an increasing level of research activity. Recognizing Loyola's excellence in education, *U.S. News and World Report* has consistently ranked Loyola among the "top national universities" in its annual publications.

Like the University itself, Loyola's libraries and archives are in a growth mode with new facilities and initiatives, such as the eCommons, Loyola's institutional repository.

With the opening of the \$32 million Information Commons on the Lakeshore Campus in 2008, Loyola has one of the finest and most advanced academic library facilities in the Midwest. In addition to the Information Commons, the University Libraries includes Cudahy Library and the Library Storage Facility (LSF) at the main campus in Rogers Park, the Lewis Library at the Water Tower Campus in downtown Chicago, and a library at the John Felice Rome Center in Italy. The University Libraries has an annual materials budget exceeding \$6 million. Collections include nearly two million volumes, 550 databases, 60,000 journals, and a variety of physical and streaming media resources. The Libraries sponsors frequent cultural programs for the Loyola community and its neighbors.

Established in 1994, the Women and Leadership Archives collects, preserves, and makes available permanently valuable records that document women's lives, roles, and contributions. The WLA grew out of the need to care for the records of Mundelein College, which affiliated with Loyola in 1991, and expanded to collect papers of women leaders and women's organizations. Collection strengths include the subject areas of activism and women's issues; authors; education; environmental issues; public service; social justice; women religious; and women in the fine, performance, and visual arts. The WLA works in close collaboration with the Libraries University Archives and Special Collections Department.

## **Responsibilities**

The WLA Director is responsible for all aspects of archival administration and oversees the activities, staff, and operations of the Women and Leadership Archives. Specific responsibilities include:

- Developing annual and long-range goals
- Planning and managing the WLA budget
- Hiring, supervising, and mentoring WLA staff, interns, and volunteers
- Carrying out appraisal and acquisition of archival records
- Developing policies for arrangement and description, preservation, and access of archival records
- Working with systems staff to implement archival technology
- Coordinating and monitoring fulfillment of information requests by Assistant Archivist and Graduate Assistants
- Collaborating with partners regarding women's history programming, tours, and exhibits
- Overseeing research for and installation of physical and web-based exhibits
- Collaborating with faculty in support of classroom archival programs
- Working with established and prospective donors; maintaining donor-related administrative records
- Working with the Gannon Center regarding Mundelein College-related activities and donors

- Serving on Libraries and campus committees to increase awareness of WLA
- Participating in relevant professional organizations; representing the Libraries at professional conferences

### **Required qualifications**

- Master's degree or above from an ALA-accredited library and information science program or in a relevant discipline or professional area
- A minimum of five years of progressively responsible work experience in an archival environment, including at least three years of supervisory experience or project management
- Strong leadership skills, including demonstrated evidence of effectively fostering a collaborative team work environment and setting priorities
- Clearly articulated commitment to the library as a holistic, user-focused organization, unifying programs, collections, and space as essential components of service
- Demonstrated knowledge of current archival theory and practice
- Excellent organizational and analytical skills
- Robust interpersonal and communication skills, including the ability to serve as a spokesperson, representative, and advocate for the WLA
- Demonstrated willingness and ability to lead and participate in organizational change, innovation, and healthy risk taking
- Flexibility, creativity, and proven ability to work as part of a team
- Ability to perform physical activities associated with archival practice
- Record of professional engagement and service
- Commitment to diversity, equity, accountability, and shared responsibility

### **Preferred qualifications**

- Knowledge of women's history
- Experience with one or more of the following: Archive-It; Archivist's Toolkit; Archon; CONTENTdm; PastPerfect; Preservica
- Knowledge of web authoring tools and website management

- Experience with Alma library management system and Primo discovery system
- Experience with strategic planning
- Familiarity with process improvement techniques
- Grant writing experience

### **To apply**

Applicants should submit a current curriculum vitae and a letter of interest to <https://www.careers.luc.edu/postings/10413>. They also should provide the names and email addresses of three individuals prepared to speak to their professional qualifications for this position. Referees will not be contacted immediately, nor without permission of the candidate, but might be at subsequent points in the review process.

Applications will be accepted until the position is filled. For full consideration, applications should be received by April 1, 2019.

Please direct inquiries to the chair of the selection advisory committee:

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