

## **Head, Research Services Department, RBMSCL, Duke University**

The Head of the Research Services Department provides leadership and expertise in developing programs for the effective delivery of research services using primary source materials in the Rare Book, Manuscript, and Special Collections Library (RBMSCL). S/He is expected to cultivate a forward-looking, collaborative environment and set high user-centered service standards. Together with the RBMSCL department heads and the RBMSCL director, s/he sets goals and priorities for the RBMSCL and promotes its collections and services and serves as the liaison for the RBMSCL with other public services units in the Duke University Libraries. This position reports to the Director of the RBMSCL.

Salary and rank dependent on qualifications and experience. Comprehensive benefits package.

Required qualifications: ALA-accredited MLS or advanced degree in archives administration or an advanced degree in an academic field related to RBMSCL holdings. At least five years of progressively responsible professional experience in an archives or special collections repository; experience in reference and bibliographic instruction and/or teaching; familiarity with trends and usage of special collections including knowledge of archives and rare books as well as experience in conducting research in archival and rare book collections; demonstrated skills in using data for assessing and enhancing public services

Preferred qualifications: Second advanced degree in field related to RBMSCL holdings. At least five years of prior experience working in an academic research library; evidence of strong supervisory and team management skills; knowledge of current cataloging, encoding, and metadata issues as practiced by special collections; reading knowledge of two or more languages relevant to RBMSCL's collecting areas (German, French, Spanish, Latin, and Greek); working knowledge of course management systems like Blackboard  
Full description and application instructions: <http://library.duke.edu/jobs/researchservices.html>. Review of applications will begin immediately and will continue until position is filled.

Duke University is an Equal Opportunity/Affirmative Action employer. The Perkins Library System has a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.

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**EXPERIENCE:** Required: At least five years of progressively responsible professional experience in an archives or special collections repository; experience in reference and bibliographic instruction and/or teaching; familiarity with trends and usage of special collections including knowledge of archives and rare books as well as experience in conducting research in archival and rare book collections; demonstrated skills in using data for assessing and enhancing public services; ability to demonstrate a sophisticated understanding of the applications of new technology as applied in library settings; excellent written and oral communication skills; strong analytical and interpersonal skills; commitment to providing outstanding customer service.