Position Overview:
The position oversees the operation and development of the University archives, records, and special collections.

Reports to:
University Librarian, DKU

Essential Duties:

Major Job Responsibilities:
● Reviewing and developing the University’s policies and procedures regarding the scheduling of retention and disposal of the records of the institution; creating policies/guidelines where required.
● Leading all efforts in the acquisition, arrangement, description, preservation, and management of records and associated materials that document the University’s history, organization, policies, and activities; working collaboratively to identify institutional records with enduring value; identifying gaps in the University’s documentary record and seeking potential donors; negotiating gifts of special value materials; administering information management systems and databases, such as ArchivesSpace and Eloquent Records; curating University born-digital collections, including web archives.
● Working with confidential and proprietary data on a daily basis and has responsibility for the secure storage and transmission of that information and for monitoring/restricting access to it.
● Accessing, administering, processing, preserving, and providing appropriate access to the materials held in the Archives and Special Collections at the Library.
● Providing reference and instruction to staff, students, faculty, and community users regarding archives and special collection resources.
● Working with the University legal consultant to ensure compliance with Chinese regulations and University procedures governing physical and electronic records; advising the University community on records management.
• Providing vision and leadership in developing special collections of the University as needed; directing and managing the operations of the special collections; maintaining awareness of all aspects of the activities and collections.
• Collaborating with other units at the Library on digital preservation planning to ensure long-term accessibility of digital assets.
• Working closely with Acquisition and Metadata Librarian and technical service staff to provide public access to resources relating to University history.
• Providing research consultations, instruction, and reference assistance for students, faculty, staff and administrators on questions in archives and records management.
• Collaborating with other staff to curate University history-centered and special collections exhibitions, and preparing University history focused content for a variety of outlets including social media and websites.

Other Duties:
• Collaborating with other staff to plan, develop, and deliver library outreach programs.
• Facilitating and coordinating special library projects.
• Compiling statistics, analyzing data, and preparing reports relating to areas of responsibility.
• Participating in the Library’s subject liaison program as needed.
• Performing other job related duties as required or assigned.
• Supervising staff, interns and student assistants as needed to provide instruction and research services.
• Job responsibilities will continue to expand in scope and depth as the University Library grows in size and complexity in its collections and services.

Required Qualifications:
• M.A. in ALA-accredited master’s degree or equivalent in Library/Information Sciences focusing on archives and records management.
• Knowledge of current archival trends and best practices, theories, and applicable laws/regulations.
• Knowledge of records management best practices and records retention schedules.
• Commitment to excellent services, teamwork, diversity, and inclusiveness.
• Excellent in oral and written communication skills in English.
• Ability to work well independently and as a team member.
• Strong communication, planning, problem-solving, and analytical skills.
● Demonstrated abilities in research, scholarly work, and professional services.

Preferred Qualifications:

● Second advanced degree.
● One or more years' professional experience in university archives, special collections, or related research organizations especially in a Western academic setting.
● Experience with archival and records management systems.
● Excellent project management skills.
● Experience in special collection development and donor relations.
● Grant writing experience.
● Knowledge of special collections.
● Understanding of digital collection development and management.
● Experience training, mentoring, and supervising staff and/or student workers.
● Fluency in oral and written Chinese.
● Demonstrated evidences in research and scholarly work, and professional services.

How to Apply:

Duke Kunshan University requests from all applicants a curriculum vitae, a cover letter, and the name and contact information for three references. The materials should be submitted to dku-library-hiring@dukekunshan.edu.cn. Please be kindly advised that applications will continue to be reviewed until the position is filled.

A hired librarian will have faculty status with a rank according to his or her work experience and demonstrated evidences and continuing plans in research, scholarly work, and professional services.