

Weill Cornell Medical College of Cornell University in New York City is seeking to fill this Academic position.

Position Title: Head, Medical Center Archives

Department: The Samuel J. Wood Library and The C.V. Starr Biomedical Information Center

Status: Full Time, Academic/Faculty – Non-Professorial Track

Salary: Starting salary negotiable

Location: Upper East Side – Manhattan location

POSITION SUMMARY:

Under the general direction of the Director of the Samuel J. Wood Library, the Head of Medical Center Archives provides leadership for the Archives in support of the research, teaching, and preservation needs of the Medical Center community. The Archivist has overall responsibility for the administration and management of the institutional records of all components of the Medical Center, organizing and preserving these collections, and providing a variety of reference services to a varied constituency. The Archives were established in 1972 and contain records dating back to 1771, the founding of the New York Hospital. The Archives serves a diverse clientele, including scholars, genealogists, students, NYPH/WCM faculty and staff, and the public. Archives support a range of Medical Center endeavors, including student and faculty research, continuing medical education (CME) events, grand rounds presentations, NewYork Presbyterian Hospital (NYPH) and Weill Cornell Medicine (WCM) development functions.

The Head, Medical Center Archives, interacts with high-level administrators, donors, faculty, staff, students, and the public, and must have excellent interpersonal skills. As faculty, the incumbent is expected to contribute to the scholarship of the profession. This position also plans and oversees all activities of the Heberden Society, managing that budget as well.

A member of the Samuel J. Wood Library Leadership team, the incumbent will assist the Director and other Library and Information Technology Services (ITS) leaders in strategic planning and execution of goals to enable the library to develop customized information solutions that meet identified needs, improve the efficiency of scientific or technology transfer workflows, and optimize organizational knowledge management in addition to delivery of specialized information.

POSITION ACTIVITIES

Administration

- Leads and sets priorities for the Archives to ensure the organization, preservation, and use of the collections.
- Develops and manages the Archives' annual budget.

- Manages one faculty archivist, as well as temporary staff and volunteers – includes recruiting, hiring, training, and fostering professional development.
- Promotes use of the collections through outreach efforts, presentations to groups, and working with NYPH/WCM faculty and staff to identify opportunities to use Archives collections in their work.
- Coordinates an annual series of history of medicine lectures for the Heberden Society.
- Works with Library leadership to identify funding opportunities, participates in grant-writing, and cultivates donors.
- Participates in scholarly and professional activities on a local, regional, and national level.
- Serves on the Library's Senior Management Team.

Collections

- Works with NYPH/WCM administrators and faculty, as well as individual donors, to acquire and develop materials of permanent historical and research value for documenting the history and functions of the Medical Center.
- Oversees processing of the collections according to Archives policies and procedures, including accessioning, processing, preservation, preparation of finding aids, according to recognized standards such as DACS.
- Ensures that born-digital materials of archival value are preserved and made accessible to users.
- Develops and executes projects to digitize appropriate portions of the collection to enhance access and content preservation.

User Services

- Oversees and provides services appropriate to current and potential users of the Archives' collections.
- Engages in active outreach, including providing instruction in use of the Archives and preparing exhibits.
- Provides increased access to the collections and services of the Archives via the Archives web site.

Required qualifications:

- 1) Masters in Archives, Library Science, History, or a related field; Must have the ability to meet WCM requirements for appointment at the academic rank of Assistant or Associate Archivist, including a record of professional achievement, research, scholarship and service.
- 2) Demonstrates excellent interpersonal and leadership skills, strong user-service orientation; ability to work cooperatively in a team environment. Demonstrates excellent organizational, written and oral communication skills, including the ability to present data effectively.
- 3) 6+ years of increasingly responsible, professionally relevant experience, including supervisory experience.

- 4) Demonstrates knowledge of current and emerging digital technologies and services in support of archives and special collections functions, and experience in developing such technologies to the place where they are customer ready, and then integrating them into institutional workflow.
- 5) Is self-motivated and demonstrates strong initiative and ability to work independently as well as with others.
- 6) Demonstrates flexibility and calmness in stressful situations.
- 7) Possesses superior skills in problem identification, analysis and resolution. Is a systems thinker.
- 8) Possesses an appropriate publication and presentation history commensurate with academic level.
- 9) Has a strong sense of mission and organizational commitment.
- 10) Physical ability to lift 40 lb. boxes of records.

Preferred qualifications:

- 1) Certified Archivist
- 2) Digital Archives Specialist (DAS) training or certification from the Society of American Archivists
- 3) Experience with medical archives
- 4) Additional advanced degree in a related field

Working Conditions: Position requires working in an office environment where there are a few physical discomforts such as dust, dirt, noise and the like. Ability to work off-hours and weekends during periods of heavy work such as during budget season and for emergencies as required. Light travel between office locations, primarily within Manhattan, is required. Travel to represent the Medical Center Archives and Samuel J. Wood Library at conferences, or to work with affiliates, will also be necessary.

Privacy Notice: This position could have exposure and/or access to Protected Health Information (PHI) or Personally Identifiable Information (PII) as part of normal duties. Access to data within systems that contain significant portions of confidential staff or even medical records may be necessary for completion of daily tasks.

With regard to HIPAA and protection of employee, student subject and patient privacy, it is the responsibility of each WCM employee to limit viewing of PHI or PII to the minimum as necessary to perform assigned duties.

To Apply: Please email cover letter and curriculum vitae to librecruiting@med.cornell.edu with "Head, Medical Center Archives" included in the subject line.

Applications will be accepted through November 30, 2017 or until the position is filled.

Founded in 1898, and affiliated with what is now New York-Presbyterian Hospital since 1927, Weill Cornell Medical College is among the top-ranked clinical and medical research centers in

the country. In addition to offering degrees in medicine, Cornell also has Ph.D. programs in biomedical research and education at the Weill Graduate School of Medical Sciences, and with neighboring Rockefeller University and the Sloan Kettering Institute, has established a joint MD-PhD. program for students to intensify their pursuit of Cornell's triple mission of education, research, and patient care. Weill Cornell Medical College's educational mission emphasizes the importance of combining a strong foundation in the medical sciences with extensive clinical training in patient care. By promoting a true social commitment, stimulating creativity, and fostering independent thought and study, Weill Cornell Medical College continues to cultivate the best of tomorrow's leaders in the field of medicine.

Weill Cornell Medical College is an equal opportunity, affirmative action educator and employer.

We look forward to hearing from you.

<http://weill.cornell.edu>