



**Office of Human Resources**  
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**Education for a Lifetime...**

*Casper College employees:*

- \* *Promote personal, professional and academic growth of the entire college community*
- \* *Provide open access and affordability*
- \* *Enhance a culture of trust, respect, and open communication among all participants*
- \* *Encourage diversity of thought, culture and experience*
- \* *Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability*
- \* *Provide service to community*
- \* *Embrace accountability and responsibility*
- \* *Foster and maintain an enriching campus environment*
- \* *Celebrate and reward excellence*

Founded in 1945, the college campus is 28 buildings on more than 200 acres overlooking the city of Casper. With about 170 full-time and about 100 adjunct faculty, the college serves more than 4,000 students with nearly 150 degree, technical and career programs.

**Selection Process**

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

# Western History Archivist Position Opening

Casper College is seeking applications for the position of Archivist for the Western History Center. The center collection includes monographs valued at approximately \$100,000 and archival and photograph collections that are unique and irreplaceable. The position performs professional and technical library and archival work in evaluation, cataloging, preserving and providing reference service for local records / documents.

**Responsibilities include:**

- Set and update procedures and policies for the Western History Center
- Select books and other materials, including maps, for the Center
- Negotiate for and acquire donations of archival materials in cooperation with the Casper College Foundation, adhering to IRS rules and the ethical standards
- Organize the archival materials for ready accessibility for Center staff and patrons
- Inventory and appraise the collections on a regular basis
- Continue professional development
- Maintain membership in the, Society of American Archivists, the Society of Rocky Mountain Archivists, the Natrona County Historical Society the WYLD Regional Council, and other historical, archival, library and computer organizations
- Train, supervise and evaluate the work of clerical, student and volunteer workers assigned to the department

**Qualifications**

- Bachelor's degree, with studies related to Western history; graduate degree desirable
- Archival certification
- Previous library experience or coursework adequate to demonstrate a working knowledge of library principles and practices
- Ability to work with students, community and professional researchers, as well as potential donors in a tactful, effective and positive manner
- Demonstrated proficiency in current computer applications
- Effective oral and written English communication and public speaking skills
- Physical ability required to retrieve items from book stacks and archival containers

**To apply please submit:**

- Completed Casper College applicant data/release form
- Letter of interest addressing specific qualifications for position requirements
- Current resume
- List three references showing relationship and complete contact information
- Transcripts of all college work, graduate and undergraduate (official transcripts will be required if employed)

**Announcement date: February 5, 2010**

**Applications accepted through: April 12, 2010**

**Starting date: July 1, 2010**

**Salary: commensurate with education and experience**

**Note: This is a full-time position eligible for full benefits**