



## Associate Cataloger, West African Manuscripts

### POSITION SUMMARY:

The Hill Museum & Manuscript Library (HMML) at Saint John's University invites applications for the full-time, benefit eligible position of Associate Cataloger, West African Manuscripts. This is a 3-year, grant-funded position.

The Associate Cataloger will participate in HMML's effort to catalog recently digitized Islamic manuscripts from Mali. The Associate Cataloger will do original cataloging of digital surrogates at HMML as well as correction of existing records. This position reports to the Lead Cataloger of Eastern Christian and Islamic Manuscripts.

The [Hill Museum & Manuscript Library](#) holds the world's largest archive of manuscript photographs in both microfilm and digital format. HMML identifies manuscript collections around the world that need photographic preservation and its archives now contain more than 200,000 complete manuscripts, ranging in size from large codices of hundreds of folios to brief documents consisting of just a few leaves.

HMML preserves and shares the world's handwritten past to inspire a deeper understanding of our present and future. Visit [www.hmml.org](http://www.hmml.org) to learn more about the [places](#) of fieldwork sites, the [people and communities](#) that have been part of HMML's global team, and the [manuscripts](#) in HMML's digital and microfilm collections.

Saint John's University (SJU), a liberal arts college for men, is located in the central lakes area of Minnesota, surrounded by more than 3,000 acres of pristine forests, prairies, and lakes. The campus is minutes away from St. Cloud, an increasingly diverse regional center with a population of over 100,000, and 70 miles from Minneapolis and St. Paul. Some SJU staff choose to reside locally, while others commute from the Twin Cities. Both St. Cloud and the Twin Cities offer a wide range of fine arts, cultural, dining, recreational, and sporting opportunities.

SJU is a Catholic college in the Benedictine tradition enlivened by values of community, hospitality, stewardship, and justice. The university is dedicated to cultivating an equitable, inclusive community founded on respect for all persons. Students, staff and faculty from many diverse belief systems and backgrounds collectively bring a rich dimension to the academic, cultural, and religious experience at SJU. Learn more in our [Statement on Diversity](#).

With a total enrollment of approximately 1,770 students, SJU has a unique coordinate partnership with the College of Saint Benedict (CSB), a liberal arts college for women. SJU and CSB are committed to the holistic transformational development of men and women within the context of a unified, coeducational experience. All students, faculty, and staff have the opportunity to experience and engage with the two institutions. For further information, see <http://www.csbsju.edu/about>.

SJU offers competitive salaries and a comprehensive benefits program.

### RESPONSIBILITIES:

1. Catalog manuscripts in Arabic and potentially other West African languages according to HMML metadata standards.

2. Work with HMML staff on relevant aspects of the project workflow including authority control and correction of existing metadata.

## **QUALIFICATIONS:**

1. Earned doctorate in history, African studies, Islamic studies, or Arabic.
2. Excellent knowledge of Arabic and of Islamic literature in the West African context. Familiarity with other West African languages (such as Bambara, Songhay, or Tamasheq) would be highly desirable.
3. Familiarity with research using manuscripts and experience in cataloging manuscripts.
4. Experience with using digital tools for research in the humanities; ease with the use of common software and ability to understand and work with HMML's digital platforms and tools.
5. Good communication skills.
6. Attention to detail; accuracy and thoroughness in work habits; ability to manage multiple, complex tasks.

## **TO APPLY:**

Applications are accepted online at <http://employment.csbsju.edu>. Interested candidates should complete an application form and submit a cover letter and resume.

*If you require special accommodations to participate in the Saint John's University hiring process, please contact us at (320) 363-2508 or [employment@csbsju.edu](mailto:employment@csbsju.edu).*

It is the policy of CSB and SJU to conduct pre-employment background checks. An offer of employment is contingent upon a successful background check.

Saint John's University is an Affirmative Action/Equal Opportunity Employer.