



UNIVERSITY LIBRARIES

Title: Digital Projects Librarian
Category: Librarian (Open Rank)
Department: Digital Systems and Stewardship Division, Digital Conversion and Media Reformatting
Benefits: 22 Days Annual Leave, 15 Days of Sick Leave, 3 Days Personal Leave, 15 Paid Holidays
Tuition Remission, Health, Dental, Vision, and Prescription

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university's ascendancy in academic excellence.

The Digital Projects Librarian will be a self-directed, production-oriented individual who will manage digitization projects, primarily grant digitization projects, and projects related to the grants for the University of Maryland Libraries. The candidate should be knowledgeable in digitization and digital project standards and best practices for file creation and metadata; file management; digital collections repositories; and digital preservation. The candidate will also be knowledgeable in project and budget management, and have an understanding of granting agencies and foundations, and their requirements for digitization projects. The Digital Projects Librarian will collaborate on writing grants in support of digitization projects, though the position is not contingent on grant funding. This position is intended to sustain or expand the Libraries' ability to fund and support mass digitization projects in all formats.

The position will manage the fourth award of the Historic Maryland Newspapers initiative, a two-year project funded by the National Endowment for the Humanities (NEH) and supported by the Library of Congress (LC) under the auspices of the National Digital Newspaper Program (NDNP). Historic Maryland Newspapers will select, digitize, and contribute to the Library of Congress' Chronicling of America collection approximately 100,000 pages from historically- and culturally-significant newspapers from across the state of Maryland. The candidate will perform outreach for this project. The UMD Libraries has been the Maryland state partner of the NDNP project since 2012. The position will also manage other digitization grant projects and other grant projects that support the major grant projects, such as smaller outreach or education projects, as they are awarded.

Reporting to the Manager, Digital Conversion and Media Reformatting (DCMR), the Digital Projects Librarian will collaborate with staff in Digital Conversion and Media Reformatting, Digital Programs and Initiatives, and many other collection departments in the Libraries. The Librarian may also collaborate with campus and other external partners, including the campus Division of Research, Office of Research Administration, who applies for grants on behalf of the campus. The candidate will provide technical guidance and support to collection managers and other project team members in pursuing and managing digitization grants, support the processes and workflows specified in projects, and manage the assets created until they are ingested and archived.

The Digital Projects Librarian will supervise hourly student employees and possible grant project staff, as required by future projects.

Requirements

- Master's degree in Library or Information Science from an ALA-accredited institution of higher education by the start of employment, or an advanced degree in a relevant field.
- Strong project management skills including demonstrated ability to prioritize tasks, meet project milestones, document decisions and procedures, and communicate outcomes
- Knowledge of digitization and digital preservation research and practice
- Knowledge of funding agencies and requirements
- Evidence of capability to manage budgets

- Excellent verbal and written communication skills
- Demonstrated ability of attention to detail
- Demonstrated experience creating or maintaining project documentation and workflows
- Ability to create a program of research and service appropriate for Libraries faculty on the permanent status track
- One year of prior experience working with libraries or other cultural heritage materials
- Project management experience
- Experience supervising students or other employees
- Experience with digitization, digital preservation, and relevant workflows
- Demonstrated experience in instructional or outreach settings

For the full position description and faculty requirements, please go to: <http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions>.

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Applicant must meet the Libraries' requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website: <http://www.president.umd.edu/policies/2014-ii-100b.html>.

APPLICATIONS: Electronic applications required. Please apply online at <https://ejobs.umd.edu/postings/64130>. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until **November 4, 2018**.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.