Title: Digital Systems and Stewardship Project Manager  
Category: Exempt, Regular  
Department: Digital Systems and Stewardship, University of Maryland Libraries  
Benefits: 22 Days Annual Leave, 15 Days of Sick Leave  
3 Days Personal Leave, 15 Paid Holidays  
Tuition Remission, Health, Dental, Vision, and Prescription  

The University of Maryland Libraries’ Digital Systems and Stewardship (DSS) Division is seeking a Project Manager to manage projects for which the Division plays a primary role. Working with department managers in DSS, the Project Manager coordinates stakeholders throughout the UMD Libraries to conceptualize, manage, implement, and prioritize projects. This includes participating in day-to-day project-based tasks, providing oversight of project milestones vis-à-vis individual workloads, providing clear and efficient communication to staff regarding their assigned tasks and deadlines, and providing clear and timely documentation (verbal and written) on project progress. The Project Manager functions as an important translator and liaison between the DSS staff and the rest of the UMD Libraries and external stakeholders.

Reporting to the Associate Dean for Digital Systems and Stewardship, the Project Manager will manage DSS projects throughout their lifecycle; create and maintain project proposals, charters, timelines, and plans; and manage project scope, risks, and escalations. This includes development of well-defined project materials, translation of project visions into requirements documents for design and implementation, and the scheduling and monitoring of project timelines and milestones using appropriate project management tools. The Project Manager will coordinate financial and personnel resources, including coordinating and assigning work to project team members as needed to meet project deadlines and milestones. In addition, the Project Manager will manage communication between stakeholders in and outside the UMD Libraries.

REQUIREMENTS

Education:
Required: Bachelor’s degree and at least five years of experience in project management.
Preferred: PMP or other project management certification  
Degree in library/information science  
Degree in information technology

Required Qualifications:
• Demonstrated initiative and ability to manage several complex tasks or projects simultaneously, and meet deadlines.
• Demonstrated experience working collaboratively across an organization, and to set and manage priorities.
• Experience and knowledge of project management principles and techniques, including use of project management tools (for example, Microsoft Project, Sharepoint, Basecamp, JIRA, etc.).
• Excellent organizational, analytical, time management and communication (oral and written) skills.
• Demonstrated ability to motivate and manage one’s colleagues and project stakeholders in a team-driven design and development process.
• Ability to learn new information quickly and keep up with rapidly changing technologies.
• Ability to address performance and personnel issues.

Preferred Qualifications:
• Experience managing projects involving different units of an organization or involving multiple organizations.
• Experience managing multi-year projects.
• Experience managing multi-disciplinary projects involving members with diverse skill sets.
• Supervisory experience.
• Experience conducting virtual meetings using tools such as Adobe Connect, Skype, etc.
• Relevant experience in an academic research university setting.
• Knowledge of software development methodologies and their practical application.
• Knowledge of enterprise-level library systems (for example, Aleph, SFX, Kuali, Ares, etc.).
Knowledge of the lifecycle management of digital material; an understanding of issues related to digital formats, media, and migration

Knowledge of digital libraries or digital repository (for example, Fedora, DSpace, etc.)

Understanding of metadata standards in a digital library environment.

APPLICATIONS: Electronic applications required. Please apply online at https://ejobs.umd.edu/postings/22699. 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 that includes the source of advertisement, a resume, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until November 30, 2013.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, or gender identity and expression. Minorities and women are encouraged to apply.