



Atlanta University Center- Robert W. Woodruff Library
POSITION ANNOUNCEMENT

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Digitization Project Manager

The Atlanta University Center - Robert W. Woodruff Library supports the teaching and learning missions of four institutions of higher learning that comprise the world's largest consortium of HBCUs—Clark Atlanta University, the Interdenominational Theological Center, Morehouse College, and Spelman College. Conveniently located and easily accessible to the campuses, the Woodruff Library is the center of the intellectual and social life at the Atlanta University Center.

POSITION SUMMARY:

The Atlanta University Center – Robert W. Woodruff Library is committed to displaying excellence in our delivery of service and is known for transformative change in innovative services and programs. Our organizational culture is represented by a staff of engaged and highly motivated individuals and is one in which entrepreneurial thinking is encouraged. These factors are evidenced by our library's recognition in the "university library" category for the 2016 ACRL Excellence in Academic Libraries Award. To continue our excellence in program and services, the library is seeking candidates to fill the position of Digitization Project Manager. This is a newly created full-time grant-funded position. The incumbent will serve as a liaison with partner institutions Morehouse College, Spelman College, and the Digital Library of Georgia (DLG), to gather and prepare collections for digitization, preparing RFP's, coordinating with vendors, working with DLG staff on metadata creation, creating online digital collection, and prepare promotion and marketing of the project. The grant is extended over a three year period.

DUTIES & RESPONSIBILITIES:

- ◆ Serve as liaison with project partners including Morehouse College, Spelman College and the Digital Library of Georgia (DLG)
- ◆ Coordinate the preparation of archival materials for digitization including conducting inventories, identifying, gathering materials, packing and shipping to vendors according to project plan.
- ◆ Coordinate the outsourcing of digitization including creating RFPs, working with vendors, managing timelines, conducting quality control
- ◆ Conduct quality control on digital images, perform file transfers to local servers
- ◆ Employ basic preservation methods in preparing the collections for digitization

- ◆ Perform research to accurately identify, date and describe documents and publications
- ◆ Create digital collections and upload metadata and access images to institutional repository
- ◆ Coordinate and assist in the training of student workers
- ◆ Assist with developing promotional materials related to project including articles and presentations
- ◆ Serve as lead on project planning team, assist with budgeting and reporting activities

QUALIFICATIONS:

- ◆ MLS degree from an ALA-accredited library school or relevant Master's Degree.
- ◆ Two plus years of experience working in an archival repository or library with experience in digitization projects.
- ◆ Demonstrated knowledge of current practice and standards for digital imaging of library and archival collections.
- ◆ Demonstrated knowledge of handling, processing and reformatting of archival collections
- ◆ Knowledge of metadata standards including Dublin Core, LCSH, DACS
- ◆ Knowledge of digital library and collection management software including Digital Commons and Archives Space
- ◆ Strong written and verbal communications, interpersonal and computer skills
- ◆ Ability to work independently and effectively as part of a team
- ◆ Effective collaboration skills to work successfully with internal and external stakeholders
- ◆ Professional demeanor with the ability to interface with internal and external customers with diplomacy and tact

PREFERRED:

- ◆ Knowledge of 20th century African American history, literature and culture
- ◆ Knowledge and experience with project management techniques and tools including software.

SALARY & BENEFITS:

Salary commensurate with experience; benefits include medical, dental, vision, life, company paid disability plans, company match retirement plan (TIAA).

APPLICATION PROCEDURE;

Interested applicants should submit a letter of application and resume online to the Human Resources Department at careers@auctr.edu. Please include three professional references and salary requirements. This is a non-faculty/non-tenure position. The position will remain open until filled.

The Atlanta University Center – Robert W. Woodruff Library is an Equal Opportunity Employer. To learn more about our Library and to view the job description visit us online at www.auctr.edu.

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We will always provide service that exceeds the customer's expectation...Because We Care!