Assistant Librarian (Director of Digitalization)- University Libraries

Apply Now

Company: Clemson University: Clemson Libraries

Location: Clemson

Category: other-general

Description

Clemson University Libraries invites candidates for a Director of Digitization and Digital Projects to join its Collections & Discovery Division. Clemson University's Digitization Services department actively collaborates with Clemson's Special Collections and Archives, colleagues across campus, and external partners, including the South Carolina Digital Library, the National Park Service, and local cultural heritage institutions. This position will provide strategic direction for the work of Clemson University's Digitization Services department and will develop best practices and provide oversight for the digitization, discovery, and preservation of digitized archival, cultural heritage, and research materials. This individual will directly supervise the Digital Lab Manager, as well as other Digitization Services staff members as needed.

Clemson Libraries faculty are members of the academic community, with responsibilities in the areas of librarianship, scholarship, and service. This is a 12-month tenure-track faculty position and works under the direction of the Associate Dean for Collections and Discovery within the Collections and Discovery division.

Responsibilities include:

• Collaborates with internal and external partners to plan, coordinate, and execute digital projects as part of the mission of Clemson Libraries, with a particular focus on supporting internal projects. Initiates and leads a cross-functional team responsible for digital projects.

• Develops and provides strategic direction for the Digitization Services department.

• Manages the Digitization Services department, including direct supervision of staff members

and oversight of student employees.

• Oversees the Libraries' Digital Imaging Lab and directs the planning, operations, and conversion processes associated with digitizing materials.

• Manages quality control for in-house and outsourced digitization.

• Assesses and provides recommendations for preservation and remediation efforts for digitized collections.

• Evaluates requirements of digital projects and makes recommendations on prioritization, capture method, timeline, and needed resources.

• Oversees and performs complex repository ingest workflows and performs maintenance on existing collections. Assists in collections discovery through website updates. Manages the storage and organization of digital content and associated metadata on servers throughout the ingest lifecycle. Manages the migration of digital collections between repositories.

• Provides oversight for the Digitization Services departmental budget, including revenue generated through Digitization projects for external partners.

• Collaborates with colleagues across the division and Libraries, including the Special Collections and Archives and the Metadata Services and Digital Strategies departments.

• Maintains and provides statistics on digital production and usage analytics of digital collections.

• Develops relevant policies, procedures, and workflows related to digitization and digital projects.

• Engage in professional development activities, attend conferences, and network with colleagues to stay current with emerging technologies and best practices in digitization.

Research, Scholarship, and Creative Activities

Develops a focused program of high-quality research and creative accomplishments, consistent with professional responsibilities and the Libraries' mission and goals.

Service

Actively participates and demonstrates leadership in professional responsibilities that serve the Libraries, university, profession, and community.

Salary and Benefits

Faculty rank and a minimum salary of $65,000, based on the successful candidate's qualifications and experience. Various medical plans, dental plans, and retirement plans are available. 18 days annual leave, 15 days sick leave, 13 paid holidays, and liberal professional development leave are provided. Library faculty receive an individual stipend for travel or other

professional development activity.

Qualifications

Required Qualifications

An ALA-accredited graduate degree in librarianship or a relevant accredited graduate degree in another scholarly field as deemed appropriate by the Libraries.

Experience with digitization or related processes, including work with digital collections and digital projects.

A robust understanding of the digital preservation life cycle and industry standards.

1 year of experience with archival or cultural heritage material and processes.

Project management experience and/or project management certification

Demonstrated ability to establish partnerships and work in a team environment.

Preferred Qualifications

2 years of experience with digitization processes.

Supervisory experience.

Solid understanding of metadata, discovery, and digital collections work.

Understanding of digital scholarship and research in order to best serve Clemson University researchers.

Experience writing and administering grants.

Demonstrated experience developing and sustaining partnerships with external institutions and industry.

Capable of serving in a consultation capacity on collections conservation efforts.

Application Instructions

Application Process

It's a great time to join Clemson University Libraries!

Applications open: Submit your application via Interfolio by April 26th, 2024.

Review and selection: We'll review applications through late-April. If shortlisted, expect to hear from us to schedule an initial interview to be held between the end of April and early May.

Final decision: The search committee will gather in early May to discuss interview results, identify the top candidates, and schedule finalist interviews in mid to late May. A hiring recommendation is to be made by early June. We welcome talented individuals to our team.

The ideal start date for the chosen candidate is July 1st – August 15, 2024.

Application Instructions

Applicants should electronically submit all applications and related materials via Interfolio:

Required materials include:

1) Cover letter

2) Professional curriculum vitae

3) Names and contact information of three (3) professional references.

Applications received by April 26, 2024 will be guaranteed consideration.

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