Digital Projects Librarian

Frostburg State University, Lewis J. Ort Library, seeks applications for the newly created position of Digital Projects Librarian to coordinate the library’s digitization program. Salary commensurate with experience (minimum $50,000) and includes University System of Maryland benefits package.

Responsibilities: Under the direction of the Library Director and in collaboration with the User Services and Library Technology Divisions, manage digital collections and implement digital projects from inception to completion. Coordinate cross-departmental project workflows and identify collection development opportunities, including seeking grant funding. Research, plan, and provide technical expertise for digital initiatives. Support digital content creation and conversion, interoperability of platforms, and integration of digital resources into library web pages, as well as opportunities for expanding digital services. Collaborate with computing staff on technical infrastructure needed to manage a digital library. Keep current on trends in digital collections, institutional repositories, scholarly publishing, and data curation; utilize appropriate design principles, coding and metadata standards, and best practices for managing a digitization program.

Ort Library faculty serve on relevant committees, act as liaisons to academic departments, and participate in collection development. They contribute to the library’s web pages and assigned subject guides. Strong commitment to customer service is required. Participation in professional development and service activities is expected; library faculty must demonstrate potential for promotion in rank and obtaining permanent status.

Minimum Qualifications: Master’s Degree from an ALA accredited program. At least two years of experience working with digital collections in a library, museum, or archives. Experience with digital project management and ability to multitask on initiatives at various stages. Knowledge of digital preservation practices and emerging technology. Experience with common metadata protocols and digital content management systems. Understanding of intellectual property and copyrights. Excellent analytical skills, interpersonal, oral, and written communication skills.

Preferred Qualifications: Three or more years of digital project management experience with responsibility for implementing and/or maintaining digital collections. Ability to work with a range of digital library standards and practices. Knowledge of metadata standards such as EAD, MODS, METS, VRA Core, and Dublin Core. Familiarity with digital management systems such as DSpace. Experience with institutional repository development and grant-writing.

To apply or for more information, visit our website at https://frostburg.peopleadmin.com.
Application deadline is June 10, 2014.

Frostburg State University, a member of the University System of Maryland, prides itself on being a dynamic, learning-centered organization that emphasizes teaching with opportunities for professional development and research. Students regularly build strong connections with faculty and staff members that often last beyond graduation.

Frostburg State University is located in the Appalachian highlands (elevation 2,000 feet) of western Maryland. Of its more than 5,470 students, 24% are students of color, 4% are Hispanic and 1% Asian. Additionally 116 international students come from 34 countries. Approximately 1,900 reside on campus in 11 traditional halls and one apartment-style community. The main campus covers 260 acres within the city limits of Frostburg (population 9,000). The University also
offers courses at the University System of Maryland at Hagerstown, on the Catonsville Campus of the Community College of Baltimore County and at Arundel Mills Regional Higher Education Center, as well as online.

The local region is rich in both history and outdoor activities. Students can visit nearby recreational areas - Rocky Gap, New Germany, and Deep Creek Lake State Parks - which offer camping, boating, swimming, hiking, and skiing. For more information, visit [http://www.frostburg.edu/about.cfm](http://www.frostburg.edu/about.cfm).

Frostburg State University welcomes and encourages women, veterans and minorities to apply and seeks to recruit and retain a diverse workforce. FSU is an [Equal Opportunity Employer](http://www.frostburg.edu/about.cfm). Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. Please notify us in advance.