

Digital Projects Librarian

The University of Oklahoma Libraries is seeking a collaborative, detail-oriented individual to join our team as the Digital Projects Librarian. Working in the Bizzell Memorial Library, within the Digital Strategies and Innovation Division, this position reports to the Director of Digital Scholarship and Data Services. The successful candidate will be joining a team of expert technologists responsible for data-intensive digital research and scholarship services, including research data management and visualization, 3D scanning and printing, AR/VR offerings, and informatics.

The Digital Projects Librarian will be responsible for digital projects through tracking and coordinating departmental needs with other library departments. They will promote and represent the library to stakeholders through service operations, such as creating research guides, cataloging data and creative outputs, and offering workshops and instruction. They may be responsible for the selection, training, and evaluation of staff. This position performs various duties needed to successfully fulfill the function of the position, such as task-managing small digital project teams that include Graduate Assistants.

An ideal candidate is aware of digital scholarship, digital humanities, and data projects in academic libraries, has proven digital project management experience, and has a collaborative approach to project delivery. Confidence in engaging with team members, including faculty and students, across disciplines and colleagues across the University Libraries is essential.

Position Responsibilities:

Digital Project Management

- Works with the director to assess digital project proposals according to established departmental service criteria.
- Uses proper channels to get large cross-divisional projects, including grant-funded projects, approved through senior leadership.
- Promotes and represents the department and library by leading digital project planning meetings, creating digital project plans, and communicating to internal and external project stakeholders.
- Supervises and participates in the creation and completion of documentation.

Technical and Service Coordination

- Documents and examines digital research and scholarship lifecycles to identify places where teams can contribute value.
- Coordinates and assists in providing department-specific reference services to library patrons to include answering questions, preparing, and maintaining materials.
- Participates in and coordinates graduate and student assistant participation in digital projects and service operations, such as creating research guides, cataloging and classifying data and creative outputs, and offering research workshops and instruction.

- Assists with scheduling workshops and outreach events that utilizes services of the department.
- Coordinates department needs with other library departments.
- May be responsible for selection, training, and evaluating of staff.
- Performs various duties as needed to successfully fulfill the function of the position.

Analytics and Insights

- Participates in collection of statistics, evaluation, and assessment activities of digital projects and service offerings.
- Researches and evaluates data and information and prepares reports or responses to inquiries.
- Compiles and disseminates data and information for reports, surveys, and questionnaires.

Campus Contributions and Professional Activity

- Maintains up-to-date professional knowledge and contacts in areas related to primary job assignments.
- Participates in library and university committees as appropriate to position and library goals.
- Serves and participates in professional activities at the local, state, regional, national, and/or international levels as appropriate to position and experience.
- Publishes and presents work-related topics and research as appropriate to position.

Required Qualifications:

- Master's degree in any subject area and 12 months of related academic experience.
- Ability to work with diverse groups of people in a respectful, equitable and inclusive way.
- Excellent oral and written communication skills, including the ability to effectively communicate with end-users at varying technological skill levels.
- Experience and/or demonstrated record of effective project management working with students and faculty members on digital scholarship projects.
- Demonstrated understanding of Project Management processes, strategies and methods.
- Ability to predict challenges and seek to proactively head-off obstacles.
- Ability to take initiative, be self-directed while performing detail-oriented tasks.
- Ability to analyze needs, develop action plans, and coordinate with appropriate personnel as required.
- Strong sense of personal accountability.
- Excellent organizational and time management skills.
- Experience building and sustaining effective interpersonal relationships and working collaboratively in a fast-paced environment.

Preferred Qualifications:

- Familiarity with research methodologies across a variety of social sciences and humanities disciplines.
- Understanding of the academic library's role in research, teaching and learning, and knowledge of higher education and curriculum.
- Experience with customer service ticketing systems such as Atlassian or Springshare's online services for libraries.
- Experience with project management tools such as kanban boards, Gantt charts, and documentation wikis.

About University Libraries

University Libraries seeks to create an atmosphere in which diverse thought and experiences are valued and that promises opportunities to succeed and thrive. Named an "Education Futurist" and recipient of a Campus Technology Innovators Award, the University of Oklahoma Libraries' award-winning facilities and resources create opportunities for faculty and students to excel. We invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries' team consists of 16 library faculty, 51 professional staff, and 35 classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, Monnet Hall, hosting the Western History Collections, and three branch libraries: Architecture Library, Youngblood Energy Library, and Fine Arts Library. Affiliated OU libraries, not within the administrative oversight of University Libraries, include: the Donald E. Pray Law Library on the Norman campus, Robert M. Bird Health Sciences Library on the Oklahoma City campus, and the Schusterman Library on the Tulsa campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.4 million volumes (including 1.8 million eBooks), 3.6 million microform materials, over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes; the Western History Collections, with over 12,000 linear feet of manuscripts, 2 million photographs, 80,000 volumes, 2,700 sound recordings, 5,000 cartographic resources, and 580 works of art; the Harry W. Bass Business History Collections, with over 23,000 volumes; the John and Mary Nichols Rare Books and Special Collections, with over 12,000 volumes; and the Chinese Literature Translation Archive, which houses nearly 10,000 volumes and thousands of documents relating to translators of modern Chinese literature in the West.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Open Textbook Network, Library Publishing Coalition.

About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the

state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See visitnorman.com for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see visitokc.com

Applications

All applications must include a cover letter, resume and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at libraries.ou.edu/jobs. To apply for this position, go to <https://jobs.ou.edu> and search for [job number 232615](#).

Diversity Statement

The University of Oklahoma is committed to achieving a diverse, equitable, and inclusive university community by recognizing each person's unique contributions, background, and perspectives. The University of Oklahoma strives to cultivate a sense of belonging and emotional support for all, recognizing that fostering an inclusive environment for all is vital in the pursuit of academic and inclusive excellence in all aspects of our institutional mission.

Equal Employment Opportunity Statement

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, services in educational programs or activities, and health care services that the University operates or provides.