

SHAREOK™ Program Coordinator

The University of Oklahoma Libraries seeks a highly motivated and experienced SHAREOK™ Program Coordinator within the Digital Strategies and Innovation Division. Reporting to the Associate Dean for Digital Strategies and Innovation, the successful candidate will be responsible for coordinating shared governance and leading the outreach, operation and strategic growth of the SHAREOK™ Consortium, a joint institutional repository serving the University of Oklahoma (OU) and the University of Central Oklahoma (UCO).

As the home for the intellectual output of these institutions—including digital theses and dissertations, faculty publications, and open access materials—SHAREOK™ plays a critical role in preserving and providing access to scholarly content. The Program Coordinator will serve as the primary liaison between University Libraries' development teams, the SHAREOK™ governing body, and member institutions, ensuring seamless coordination across multiple stakeholders. Key responsibilities include establishing operational efficiency; coordinating and leading member meetings; leading the development of and managing the consortial governance structure to foster a collaborative environment; and assisting in the planning for long-range strategic plans. The Program Coordinator will also lead efforts to analyze data, generate reports, organize program events, manage budgets, and ensure compliance with program and institutional policies. Additionally, the successful candidate will be tasked with administering grants and contracts, performing project management, and developing policies and documenting procedures that align with the goals and objectives of the consortium.

This position requires strong organizational skills, a collaborative spirit, and the ability to engage with university departments, external funding sources, and outside organizations to ensure the ongoing success of the SHAREOK™ Consortium.

Position Responsibilities:

- **Consortium Coordination**
 - Oversees the administrative activities of the SHAREOK™ Consortium.
 - Responsible for daily program operations including program including distributing information and maintaining open communication between all members and participants involved in the SHAREOK™ repository.
 - Collects and analyzes data and prepares program status reports and presentations.
 - Ensures compliance with program policies and agreements.
 - Plans and coordinates program events, including setting agendas and leading meetings;
 - Develops and administers budgets for assigned projects and programs.
 - Negotiates and administers contracts.
 - Plans and oversees project management related to consortial priorities for the SHAREOK™ repository and program.
 - Develops policies and procedures.

- Performs related duties as assigned or as required to successfully fulfill the functions of the position including, consulting with organizations interested in joining the SHAREOK™ consortium; presenting on SHAREOK™ in various professional venues; networking with state-wide educational institutions and organizations for future program development.
- **Program Business Analysis**
 - Works with all relevant stakeholders to determine and document system and development requirements.
 - Collaboratively brings SHAREOK™ into alignment with industry standards and best practices for the repository with consortial members.
 - Creates product and workflow documentation
 - Assists the development team with Quality Assurance, UX, and web accessibility testing.
 - Organizes and participates in the analysis of collected data.
 - Plans and oversees special projects.
- **SHAREOK™ Governance**
 - Oversees the creation and implementation of consortial governance.
 - Establish shared workflows.
 - Leads the implementation of consortial agreements.
 - Leads the creation of any committees that may be needed as part of the consortium; develops committee charters, attends meetings, etc.
- **Campus Contributions & Professional Activity**
 - Maintains up-to-date professional knowledge and contacts in areas related to primary job assignments.
 - Participates in library and university committees.
 - Serves and participates in professional activities at the local, state, regional, national, and international levels as appropriate to position and experience.

Qualifications:

Required Education and Experience: Bachelor's Degree AND:

- 48 months of related experience.

Equivalency Substitution: Will accept 48 months of experience in lieu of Bachelor's degree to equal 96 months of related experience.

Skills:

- Excellent oral and written communication skills, including the ability to effectively communicate with end-users at varying technological skill levels.
- Experience building and sustaining effective interpersonal relationships
- Knowledge of project management.
- Excellent organizational and time management skills. Highly organized and able to handle multiple projects and deadlines.
- Able to effectively evaluate projects and programs and produce comprehensive reports.
- Critical thinking skills, including an aptitude to research, collect, and analyze data and prepare reports or responses to inquiries.
- Able to coordinate staff and communicate directions and expectations effectively.
- Ability and desire to perform many different tasks through a given workday, ranging from handling urgent requests to working on long-term projects.

Preferred Qualifications:

- Experience in policy development
- Familiarity with scholarly communications/publishing
- Familiarity with Copyright and Author rights in scholarly publishing
- Product documentation
- Experience liaising between multiple groups

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 242673](#). Best consideration date for this position is 11/11/24.

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](#)

Why You Belong at the University of Oklahoma: The University of Oklahoma fosters an inclusive culture of respect and civility, belonging, and access, which are essential to our collective pursuit of excellence and our determination to change lives. The unique talents, perspectives, and experiences of our community enrich the learning, and working environment at OU, inspiring us to harness our innovation, creativity, and collaboration for the advancement of people everywhere.

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.