

Position description

DIGITAL COLLECTIONS LIBRARIAN

Full-time, grant funded, benefits-eligible, three-year term position at the Lecturer level

Responsibilities: The Digital Collections Librarian is responsible for planning, designing and building the UNH Digital Library. Under the supervision of the Head of Systems, the incumbent works with members of the Digital Library Committee to develop and maintain policies and procedures to guide the development of digital collections, particularly in terms of issues relating to quality control, production workflow, and copyright. Investigates new approaches for creating, implementing, and maintaining administrative and technical metadata records, full-text data, images (including maps and aerial photographs), audio, video, and electronic media in a vendor-supported digital content management environment.

Collects and interprets data relating to the production of digital collections, and makes recommendations for outsourcing projects. Works collaboratively with those at UNH and at other institutions in developing standards, metadata, and digital content, as well as grant writing, collaborative funding and other resource development. Actively trains and supervises production staff.

Minimum qualifications: ALA accredited Masters in Library and Information Science. Knowledge of the principles and practices for organization of information in library settings with a demonstrated interest in information access technologies and metadata schemes; experience with digital content management software; working knowledge of HTML or other web languages; strong communication and interpersonal skills; strong analytical and problem-solving skills.

Desired qualifications: Supervisory experience highly desirable; experience in web site design; familiarity with digitization and other content capture methods; experience with issues related to intellectual access and copyright; experience with grant writing, resource development, and collaborative projects.

Starting salary: \$40,000. Individuals interested in applying for UNH positions must apply online at www.unhjobs.com. Cover letter and resume may be electronically attached with application.

UNH is committed to excellence through the diversity of its faculty and staff and encourages women and minorities to apply.