

**DIGITAL COLLECTIONS LIBRARIAN - 942036  
EAST CAROLINA UNIVERSITY  
JOYNER LIBRARY**

J.Y. Joyner Library at East Carolina University (ECU) seeks a knowledgeable, creative, and service-oriented colleague for the position of Digital Collections Librarian. Reporting to the Assistant Director of Library Technology, the Digital Collections Librarian will work closely and collaboratively with Special Collections, Library Technology, Collections and Technical Services, and others to ensure that Joyner Library's digital collections are an integral part of the library's collections and services. The individual in this position will serve as a member of a team of librarians and staff at ECU's Joyner and Laupus Libraries committed to effectively managing the libraries' growing digital collections.

The Digital Collections Librarian will take a lead role in the creation, maintenance, and stewardship of digital collections and repository systems, including the digitization of special collections and other library materials and the implementation and maintenance of discovery tools related to these initiatives. S/he will devise and revise operating procedures and workflows; improve access to digitized content through ongoing evaluation of the department's digital services; investigate relevant standards and best practices and maintain compliance with standards, including metadata standards; investigate, plan, and manage format conversions and migrations; plan, implement, and monitor external contracts providing digitization and other related services to Joyner; seek and/or manage grant funding for digital initiatives; develop an in-depth knowledge of new technology; seek collaboration opportunities with other libraries and institutions; and develop preservation and curation plans for digital content in repositories. S/he may participate in the creation of online exhibitions and presentations.

The Digital Collections Librarian will supervise three full-time programming and production staff, as well as student assistants and grant-related positions, and train staff and others in processes and procedures leading to high levels of productivity and quality.

**Required Qualifications:** ALA-accredited master's degree; two or more years experience with current digital library technologies, standards, and practices; demonstrated ability to plan, coordinate, and implement effective programs, complex projects, and services, ensuring that project objectives are met within time, budget, and quality targets; demonstrated ability to lead groups; excellent organizational skills and a demonstrated ability to handle complex analytical and detailed work; ability to work independently and collaboratively in a complex and rapidly changing environment; demonstrated commitment to addressing user needs; excellent oral and written communication skills and an ability to effectively interact with audiences of diverse technological backgrounds, especially for the purpose of describing complicated technical issues, standards, or procedures; and ability to achieve tenure through effective job performance, scholarly publication, and service activities.

**Preferred Qualifications:** Experience in managing digital projects; experience with a variety of metadata and markup standards, including Dublin Core, EAD, TEI, MARC, etc. and appropriate thesauri; experience in developing interfaces for online resources on the World Wide Web, including mark-up languages; experience administering grants; knowledge of database management principles and software; demonstrated experience with implementing and maintaining digital content management systems such as DSpace, Eprints, and Fedora; supervisory experience; participation in professional organizations; familiarity with applicable provisions of copyright law; additional advanced degree.

Finalists will make a presentation during the on-campus interview.

**Rank, Salary and Benefits:**

This is a twelve-month tenure track faculty position with a comprehensive fringe benefits package. Professional achievement, service, and research/creative activity are required for tenure and promotion. Rank and salary will be commensurate with candidate's experience and professional achievement. Minimum salary of \$50,000.

ECU recognizes that diversity and respect for human differences within the academy is a key source of intellectual vitality and innovative spirit, and encourages genuine respect for individual backgrounds, lifestyles, experiences, perspectives and opinions. ECU invites candidates from diverse backgrounds who will contribute affirmatively and creatively to the university's multicultural environment. We seek candidates who reflect the rich mix of backgrounds, life experiences, cultures, perspectives and world views found within our university and community. Located in Greenville, North Carolina, ECU enrolls nearly 27,800 students. It is a constituent institution of the University of North Carolina and offers 104 bachelor's degree programs, 73 master's degree programs and 38 certificate programs. In addition, it offers 18 doctoral programs (Ph.D., Ed.D.).

The campus is located approximately 80 miles east of Raleigh, and 80 miles west of the Atlantic Ocean. Additional information about ECU is available at <http://www.ecu.edu>. ECU is a leader in the state in distance learning initiatives and holds Doctoral/Research Universities status as defined by The Carnegie Foundation.

**Application Process:** Screening of applications will begin October 3, 2011, and continue until the position is filled. Start date is negotiable. **All applicants must** apply online through ECU's employment website at <http://www.jobs.ecu.edu>. Additional materials (letter of application; resume; copies of transcripts; and names and addresses, postal and email, of three current references) can be attached to the application electronically or the materials may be sent by mail to:

Search Committee  
Digital Collections Librarian  
Ms. Mary Sweatte, Library Personnel Administrator  
2400 Joyner Library, Mail Stop 516  
East Carolina University  
Greenville, NC 27858-4353

Official transcripts for required degrees must be received prior to any offer of employment. Proper documentation of identity and employability are required at the time of employment. A criminal background report will be completed on the chosen candidate. East Carolina University is an Equal Opportunity/Affirmative Action University that accommodates individuals with disabilities. Individuals requesting accommodation under the Americans with Disabilities Act (ADA) should contact the Department for Disability Support Services at (252) 737-1016 (Voice/TTY).

ECU is dedicated to sustaining a diverse workforce and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, sexual orientation, or disability.