RHODE ISLAND COLLEGE
JOB DESCRIPTION

Title: Digital Initiatives Coordinator/College Library
Status: Full-time, continuing (35 hrs. per week)
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports to: Emerging Technologies Librarian/Head of Digital Initiatives (Faculty Position)

PRIMARY PURPOSE:

Under the Supervision of the Head of Digital Initiatives, manage day-to-day operations in the area of Digital Initiatives, which includes overseeing all large-scale digitization projects and supervision of student workers. Provide the full array of services associated with the area, including developing policies and procedures for the evaluation and uploading of content to the College's institutional repository and similar digital collections management systems and facilitate access to digital collections through digitization and metadata creation.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Establish procedures to evaluate and upload Rhode Island College content, electronic theses and dissertations, faculty publications, and archival digital collections to the institutional repository DigitalCommons@RIC and similar digital collections management systems.
- Digitize Rhode Island College collections in all media formats, including print, analog audio and video recordings, and slides, while adhering to strict standards for digitization.
- Manage in-house server and maintain digitization equipment, identifying upgrades when necessary.
- Create and maintain web content using HTML, CSS, Javascript/jQuery, Bootstrap, and other web coding frameworks and adapt open-source repository and digital asset management systems which could include Islandora, Omeka, ArchivesSpace and/or DSPACE, in support of digital scholarship.
- Create descriptive metadata for content in the institutional repository and similar digital collections management systems.
- Develop a digital preservation plan and a uniform collection management policy for locally stored digital archives using applications for metadata management.
- Work with academic departments on campus to promote digitization of student scholarship.
- Liaison with faculty members to obtain CVs for review for inclusion in DigitalCommons@RIC based on copyright compliance and work with them to integrate digitized collections in teaching and learning.
- Maintain appropriate permission forms and records.
- Oversee compliance of the copyright status of digitized college and library content and research publisher policies.
- Monitor, edit, and create Wikipedia entries pertaining to Adams Library digital and print collections, including citations.

- Provide the Head of Digital Initiatives and Director with statistical reports and data analysis relevant to the activities of the Digital Initiatives Department.
- Supervise, coordinate, and provide technical training to student workers and library school student interns
- Outreach to form college and community partners in digitization projects, and work on grant opportunities when applicable.
- Attend professional development activities as assigned or required to meet departmental goals and objectives.
- Participate in library-wide and professional committee and task force work.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by supervisor and/or library director.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree from an accredited college or university.

Experience:

- A minimum of three years of library and/or archival experience.
- Demonstrated experience with database management systems such as bePress Digital Commons and FileMaker Pro.
- Demonstrated experience with searching library catalogs, research databases and online journals.
- Demonstrated graphic design and/or digital imaging experience.
- Demonstrated digital media enhancement and/or restoration experience.

Skills, Knowledge and Abilities:

- Demonstrated knowledge and proficiency with Adobe Creative Cloud products, including Photoshop, Premiere, and Bridge.
- Demonstrated knowledge and proficiency with video editing and audio editing software including Final Cut Pro and Avid Pro Tools.
- Demonstrated basic knowledge of library and archival metadata standards.
- Demonstrated ability to perform detail-oriented tasks with accuracy.
- Demonstrated strong analytical skills.
- Demonstrated strong written and verbal communication skills.
- Demonstrated ability to work with diverse groups.
- Demonstrated ability to work independently.
- Demonstrated ability to organize, coordinate and supervise student workers.
- Demonstrated ability to work independently.
- Demonstrated ability to organize, coordinate, supervise and provide technical training to student workers.

PREFERRED:

Demonstrated experience with library or archival digitization projects.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.