

Position Information

Requisition Number	1400413
Job Title	Professional Specialist/Digital Humanities Project Manager
Department	Library - Main - 41000
Position Summary	<p>Manage existing and anticipated digital humanities initiatives at the Library, including the ongoing Blue Mountain Project, the German Modernism Project, the Slavic Visual Resources Project, and others.</p> <p>Work with librarians and curators, the Coordinator of Digital Initiatives, the Digital Studio, cataloging and preservation units, and researchers, vendors and partners, to ensure timely, efficient development of these projects, fostering communication among team members and stakeholders, resolving projects, coordinating input, tracking deliverables, managing budgets and preparing reports, and other related tasks.</p> <p>Establishes and implements an effective approach for Princeton's use of docWorks digital conversion software, and oversees training and supervision for in-house processing as well as coordinating the work of outside vendors and institutional partners. Also provides support for the Digital Humanities Center, helping to address the project management needs of its faculty and students by assembling and making available project management resources and tools and information about funding opportunities.</p> <p>Applications will be accepted only from the Jobs at Princeton website: http://www.princeton.edu/jobs and must include a resume, cover letter, and a list of three references with full contact information. This position is subject to the University's background check policy. Princeton University is an equal opportunity employer and complies with applicable EEO and affirmative action regulations.</p>
Essential Qualifications	<ul style="list-style-type: none"> - MA or PhD in a humanities or digital humanities field - Minimum two years experience in digital humanities project management - Minimum two years experience working in an academic research library - Experience with docWorks software - Experience supervising staff - Experience writing grants - Reading knowledge of French, German and Russian - Demonstrated success in project planning, execution, monitoring and reporting; and translating project goals and requirements into concrete tasks and deliverables - Knowledge of traditional and emerging bibliographic, cataloging, and metadata standards and practices - Excellent interpersonal and teamwork skills; organizational, analytical, time management and communication (oral and written) skills - Permission to work in the United States <p>Applications will be accepted only from the Jobs at Princeton website: http://www.princeton.edu/jobs and must include a resume, cover letter, and a list of three references with full contact information. This position is subject to the University's background check policy.</p>
Preferred Qualifications	<ul style="list-style-type: none"> - Experience identifying and vetting potential digital humanities project partners - Experience coordinating geographically-distributed multi-institutional projects - Experience managing project budgets - MLS from ALA-accredited library/information science graduate program - Experience with a variety of project management tools and methodologies - Demonstrated initiative and ability to work on multiple projects simultaneously - Familiarity with a variety digital research methodologies and tools
Directory Title	Library Digital Humanities Project Manager
Job Function	Reg Prof Specialist & Technical
Grade	TR 222
Standard Hours	

Full-time/Part-time

Full Time

Actual Hours per Week, if casual hourly	
Pay Rate, if Casual Hourly	
Work Schedule, if other than standard hours	
Eligible for Overtime	No
Benefits Eligible	Yes
Union Code	Not Applicable
Education Required	Advanced Degree
Application Deadline	Open Until Filled or See Position Summary.
Instructions for Applying	Complete the online application and click "Apply to this Posting" at the top of the posting details page.
Documents which can be associated with this posting	Resume/CV Cover Letter Other Document 1
Proposed Start Date	09-01-2014
End Date, if a Term Appointment	09-30-2017
Comments related to end date:	The Princeton University Library and the Digital Humanities Center seek an experienced Project Manager to provide coordination, management and support for their digital humanities initiatives for three years, beginning in September 2014.
EEO Statement	Princeton University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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