

Position Information

Required Applicant Documents	Resume Cover Letter Other Document 1
Job Title	Digital Scholarship Coordinator
Requisition Number	07182
Job Summary	<p>As part of the ITEC (Instructional Technology) team, the Digital Scholarship Coordinator (DSC) partners with faculty to drive the effective integration of technology to enhance teaching, learning and research. In addition to focusing on digital scholarship, the DSC will regularly collaborate with other ITEC members, faculty and senior administrators to think strategically about the intersection of the humanities, social sciences, technology and public outreach in teaching and scholarship throughout the university.</p>
Duties and Responsibilities:	<p>Provides guidance to faculty members on digital scholarship projects (with a focus on humanities and social sciences), from development through completion.</p> <p>Collaborates with faculty in the humanities and social sciences to design and teach digital scholarship courses and related workshops.</p> <p>Advises university community, both one on one and in more formal presentation formats, about trends and best practices in digital pedagogy.</p> <p>Working closely with L&IT administration and L&IT Project Manager, coordinates Library and IT resources on Bucknell's digital scholarship projects.</p> <p>Oversees the development and launch of Bucknell's Digital Scholarship Center as a lively and engaging focal point for digital scholarship at Bucknell. Thereafter serves as lead coordinator for the services and program of the Center, continuing to bring creative ideas/programs/opportunities to the center, based on formal and informal assessment and feedback.</p> <p>Coordinates, develops, organizes and leads events and programs including presentations, workshops, lectures, demonstrations, and faculty learning communities to inform departments and programs about trends in digital scholarship.</p> <p>Investigates and shares information on funding opportunities, particularly those related to GIS, spatial thinking, and digital scholarship.</p> <p>Distributes information on opportunities for professional development including conferences, webinars, and opportunities to work collaboratively with other institutions.</p> <p>Oversees student assistants and the related budget.</p> <p>Actively identifies possible points for integration and closer interaction with other areas of Library & IT.</p> <p>Works with other instructional technologists and librarians to support instructional and informational programs and activities</p> <p>Participates in and contributes to the development of marketing and outreach services within the library.</p> <p>Contributes to the library's assessment program to improve services and user engagement.</p> <p>Actively participates in the instructional technology profession at both the national and regional levels.</p> <p>The Digital Scholarship Coordinator must keep abreast of changing technology generally and its application in the higher education environment specifically. In addition, the DSC must maintain a deep knowledge of current and emerging trends, issues, and best practices in digital scholarship including tools such as WordPress, Omeka, and Drupal. Furthermore, the DSC must possess a desire to experiment with technology and a willingness to learn and adapt to the development of emerging tools and methods, as he or she will identify relevant tools and initiatives for exploration and possible implementation at Bucknell.</p>

Duties and Responsibilities:

Minimum Qualifications

Master's degree with experience in digital humanities/scholarship or Ph.D. in a humanities or social science discipline with experience in digital humanities and/or new media.

Record of innovation and creativity with digital scholarship.

Advanced knowledge of emerging media and communication literacies.

Proficiency in a wide range of digital scholarship platforms such as WordPress, Drupal, Fedora Repository, and Digital Commons.

Technical aptitude and ability to quickly learn and adapt to new technology platforms and systems.

Ability to collaborate with faculty, staff, and students on large-scale research projects.

Excellent communication skills (written and verbal), including the ability to convey technical concepts to non-technical partners.

Evidence of being a collaborative team player and having the ability to establish and maintain healthy working relationships with diverse colleagues.

Ability to manage multiple projects effectively, often working under tight deadlines including taking a leadership role in project management.

Preferred Qualifications

Proven record of teaching at the college or university level.

Project management experience.

Physical Demands:

Special Instructions to Applicants

Submit three names of references along with resume (Other Document 1).

Bucknell University values a diverse college community and is committed to excellence through diversity in its faculty, staff, and students. Bucknell University welcomes applications from women and minority candidates.

Department

Library & Information Technology

Job Posting Date

01-14-2013

Applicant Review Date

02-10-2013

Job Close Date

Open Until Filled

Job Category

Exempt

Job Type

Regular Full-Time

Benefits Eligible

Benefits Eligible

Work Schedule

12 month

Position Type

Staff

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