Amherst College

Amherst has taken a leadership role among highly selective liberal arts colleges and universities in successfully diversifying the racial, socio-economic, and geographic profile of its student body. The College is similarly committed to enriching its educational experience and its culture through the diversity of its faculty, administration and staff.

Job Description:

Amherst College invites applications for the Head of Digital Initiatives and Web Services position. The Head of Digital Initiatives and Web Services is a full-time, year-round position, starting at $85,000 - commensurate with experience. Given Amherst's distinction as one of the most diverse liberal arts colleges in the country, the successful candidate will demonstrate the ways in which they bring value to and will work towards supporting a broadly diverse community.

Provides vision and direction for the library's digital initiatives and web services including digital collections, digital preservation, digital scholarship, and repository and web infrastructure. Provides leadership for the library's role in the creation, curation, management, delivery, and preservation of scholarly, cultural, and administrative digital content across the college. Plans for and coordinates the design, integration, and maintenance of digital asset management, web-based user interfaces, and preservation programs and systems. Furthers the integration of user-centered digital collections, tools, and technologies into teaching, research, and scholarship in the liberal arts. Oversees the work of building an inclusive, sustainable, and cohesive web presence for the library, including how community needs, representation, and accessibility intersect with digital platforms. Works collaboratively with library and IT colleagues and other college partners to achieve these goals.

Summary of Responsibilities

Leadership and Management

- Provides vision, strategic planning, overall direction, and prioritization for the library's digital initiatives and web services, including digital collections, digital preservation, digital scholarship, the digital repository, and web infrastructure.
- Supervises the staff in the Digital Initiatives and Web Services department, creating an intentionally inclusive work culture.
- Plays a leadership role in the creation, curation, management, delivery, and preservation of scholarly, cultural, and administrative digital content across the college, in collaboration with the digital collections and preservation librarian.
- Provides expertise and advocates for the department and the library in digital scholarship, digital preservation, and other relevant digital activities across the campus.
- Recommends and utilizes project management practices for digital initiatives.
- Collaborates with colleagues across the library and the college to develop strategy and achieve the vision and goals of the library related to digital initiatives and web services.
- Promotes digital programs to our diverse campus and to broader audiences.
- Maintains an awareness of and actively engages in developments in the digital library field in order to appropriately position the library and college within larger developments in the field, and to promote the college's work in this area.
- Demonstrates and facilitates effective communication throughout the Library and across the college.

- Writes and manages grants to support specific projects.

Digital Library and Web Technologies Strategy

- In collaboration with library and IT colleagues, plans for and coordinates the design, implementation, integration, and maintenance of a technological infrastructure for web services, digital collections, digital scholarship, and digital preservation.
- Sets direction and policy for the college's digital repository, Amherst College Digital Collections, and its role in supporting digital collections, the open-access mandate and other scholarly communications initiatives, digital preservation activities, and other needs as they emerge.
- Provides oversight for vision and planning related to the library website and related web integrations, in collaboration with other departments in the library and college.
- Manages and advances a variety of digital projects and programs; recommends and utilizes project management practices

Digital Scholarship

- Works to advance the integration of digital collections, tools, and technologies into teaching, research, and scholarship in the liberal arts.
- Helps shape a vision for digital scholarship at the college and the library's role in partnering on both classroom-based and longer-term research projects in digital scholarship.
- Partners with faculty, the Amherst College Press, IT, and other library staff to develop, implement, and provide instruction for scholarly digital projects.

Qualifications

Required:

- Master's degree from a program accredited by the American Library Association or foreign equivalent, or a master's degree in a related discipline with a minimum of five years' experience in a library
- Minimum five years' relevant experience, including three years of library experience, and broad work in digital collections, digital preservation, digital scholarship, web infrastructure, and digital technologies.
- Familiarity with national and international standards, trends, and initiatives related to digital libraries and web infrastructure.
- Proven commitment to collaboration including a demonstrated history of effectively leading complex projects and programs involving diverse groups of stakeholders.
- Demonstrated analytical, organizational, planning, and project management skills, including experience with deploying project management tools and methodologies
- Experience with selection and implementation of digital repository systems or web infrastructure.

- Commitment to and demonstrated knowledge of diversity, inclusion, and equity issues as related to digital collections, software development, and digital scholarship.
- Demonstrated understanding of the use of digital content and the application of digital technologies as they relate to teaching, research, and scholarship.
- Commitment to working closely and collaboratively across organizational boundaries, with a variety of partners.
- Excellent communication skills; ability to advocate for the library to a variety of constituents; ability to communicate with technical and non-technical individuals.
- Demonstrated commitment to effectively supporting a broadly diverse and intentionally inclusive community.

Preferred:

- Experience with requirements-gathering, system design processes, and project management for technology projects.
- Strong knowledge of archival practices and approaches, particularly in regards to collection management and arrangement and description.
- Theoretical and practical understanding of metadata schemas such as MODS, and of linked data and semantic web technologies
- Familiarity with one or more methodologies commonly used in digital research, and experience working with undergraduates on digital scholarship projects.
- Experience supervising and mentoring students, staff, and/or librarians.
- Experience with software development, website maintenance, and UX design frameworks or practices.
- Grant-writing experience and/or experience managing grant-funded projects.

Amherst College offers many opportunities for professional growth and development, continued learning, and career advancement.

Amherst College requires all employees to be fully vaccinated for COVID-19 (medical and religious exemptions may apply).

Amherst College is pleased to provide a comprehensive, highly competitive benefits package that meets the needs of staff and faculty and their families. Benefits are an important part of our overall compensation, so it is critical that you review all of the options to ensure it meets your total compensation requirements. Click here for Benefits Information.

Interested candidates are asked to submit a resume and cover letter online at https://amherst.wd5.myworkdayjobs.com/Amherst_Jobs . **Please be sure to upload all requested documents prior to clicking Submit. Applications cannot be revised once submitted. (Current employees and students should apply by clicking on the Career icon from their Workday home screen)** Review of applications will begin immediately and will continue until the position is filled.

To find information about job group and level (JGL) follow this link.

Apply Here: https://www.click2apply.net/DoJND7cgbop8KU2n4IjDXW

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