Job Title	Digital Projects Coordinator
PVN ID	HC-2106-004069
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Center for Puerto Rican Studies
Status	Full Time
Annual Salary	$28,275.00 - $54,715.00
Hour(s) a Week	35
Closing Date	Jul 26, 2021 (Or Until Filled)

General Description

The Digital Projects Coordinator will work under the supervision of the Digital Archivist and spend about three-quarters of his/her time working alongside the project staff on all aspects of the workflow and serve as the lead on metadata creation. He/she will also conduct the quality control and any rework required. He/she will assist the Digital Archivist in ingest activities as needed and may oversee the work of college assistants for specific projects.

The position is funded by a 3 year grant awarded by the National Endowment for the Humanities

About the Center for Puerto Rican Studies at Hunter College

The Center for Puerto Rican Studies is a research institute dedicated to the study and interpretation of the Puerto Rican experience in the United States, producing and disseminating relevant interdisciplinary research. Centro also collects preserves and provides access to library and archival resources documenting Puerto Rican history and heritage. We seek to link scholarship to social action and policy debates, and to contribute to the betterment of our community and enrichment of Puerto Rican studies. centropr.hunter.cuny.edu

Other Duties

Responsibilities:

- Coordinate the implementation of assigned digital projects.
- Contribute to the development of digital collections.
- Prepare, digitize and conduct post-processing and quality control of archival material
- Add metadata to digital objects for access and discovery in Centro's content management system
- Process digital images for preservation and access

- Enforce best practices for processing, quality control, content management, and preservation of digital collections according to national standards.
- Solve problems, answer questions and provide technical solutions to supervisors and staff.
- Oversee training and supervision of other project team members.
- Maintain statistics and prepare official project reports as requested.

Qualifications

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- A Master's degree in Library and Information Science or equivalent preferred. Any combination of education and experience that provides the required knowledge and abilities may be considered such as a Bachelor's degree plus two years' experience involving digitization in a library, archives, or museum environment.
- Experience with digitizing archival material.
- Knowledge of archival encoding and descriptive standards (EAD, METS, MODS, Dublin Core, DACS, etc.)
- Proven ability to learn new technologies and adaptability to master and manage multiple workflows.
- Ability to work independently, exercise sound judgment, make constructive recommendations, interpret and apply policies and procedures, and perform work in various situations where numerous and diverse demands are involved.
- Demonstrated ability to analyze, prioritize, problem solve, and delegate, and monitor project cycles.
- Excellent verbal and written communications, meticulous and accurate recordkeeping, track record of meeting deadlines consistently.
- Experience with databases and software, including Adobe Photoshop and Bridge, ArchivesSpace, and CollectiveAccess or other CMS / DAMS.
- Familiarity or knowledge of digital preservation best practices and experience handling rare and delicate archival and library materials.
- Working knowledge of copyright law and fair use.
- Knowledge of Puerto Rican history and culture preferred
- Spanish language skills preferred