**POSITION:** Digital Humanities Coordinator

**DEPARTMENT:** UGA Libraries and Willson Center for Humanities and Arts

**PURPOSE AND SCOPE:**

The University of Georgia Libraries invites applications for the position of Digital Humanities Coordinator. The successful candidate will be responsible to the Deputy University Librarian for helping to administer and coordinate the diverse activities and programs of the Willson Center Digital Humanities Lab (DigiLab) of the University of Georgia in support of faculty and student projects and the undergraduate digital humanities certificate program (DIGI). This is a non-tenured track faculty position. Duties include collaborating with the other departments within the University Libraries, UGA Press, Willson Center for Humanities and Arts, New Georgia Encyclopedia and other project partners, as well as working closely with the DigiLab Steering Committee Chair. Duties associated with coordination of the DIGI program include establishing a relationship with academic departments and support units in the Franklin College of Arts and Sciences and other colleges and units; supporting the work of the DigiLab Steering Committee Chair, and maintaining the DigiLab website and social media presence.

The position will also participate in and coordinate training activities in digital humanities for faculty, graduate, and undergraduate students, as well as plan campus activities and events designed to increase interest and involvement in digital humanities across the campus in cooperation with other university units.

The UGA Libraries is located on the university's main campus in Athens, Georgia, and its facilities include the Main Library, Science Library, Zell B. Miller Learning Center, Map and Government Information Library, Repository, and Special Collections Libraries. Perennially rated as one of the nation's top college towns, Athens offers a vibrant place to work and live. With Atlanta 70 miles to the west, Athens offers good proximity to the city while maintaining a small-town culture and feel. Information about Athens: <http://www.libs.uga.edu/athens/>.

The Jane and Harry Willson Center for Humanities and Arts is a unit of the Office of the Vice President for Research at UGA. In the service of its mission to promote research and creativity in the humanities and arts, the Willson Center sponsors and participates in numerous public events on and off the UGA campus throughout the academic year. It supports faculty through research grants, lectures, symposia, publications, visiting scholars, visiting artists, collaborative instruction, public conferences, exhibitions and performances. For more information, see<http://willson.uga.edu/>.

**DUTIES AND RESPONSIBILITIES:**

\*Provides coordination, advising, and instruction as needed for the DIGI undergraduate certificate program.

\*Facilitates operation of the DigiLab Advisory Committee and local DigiLab Steering Committee.

\*Solicits guidance/feedback from DigiLab Advisory Committee members, external advisors, and other authorities identified via site visits and other means for the purposes of assessment and strategic planning.

\*Organizes interdisciplinary dialog among UGA and other faculty to establish the DigiLab as focal point/common ground for the digital humanities activity of UGA.

\*Coordinates with the University Libraries, UGA Press, Willson Center For Humanities and Arts, New Georgia Encyclopedia and other project partners on operation of the DigiLab at the Main Library.

\*Consults with humanities faculty and students on digital tools and methodologies to support their research projects and coursework.

\*Plans digital humanities activities and events across campus.

\*Communicates and promotes the projects and work supported by the DigiLab.

\*Stays current with technology, scholarship, and other issues impacting digital humanities. Works with regional, national, and international colleagues and digital humanities labs/centers.

\*Prepares a white paper studying the University of Georgia digital humanities infrastructure and services and developing recommendations for future management and ongoing evaluation.

Maintains flexibility and assumes other similar duties and responsibilities as assigned.

\*Essential duties of the position.

**QUALIFICATIONS:**

**Required Qualifications:**

Master’s degree in a humanities-related field; Post-Baccalaureate training in digital humanities or two years of relevant experience; Experience in digital humanities project management; Working experience with at least one set of digital humanities research tools and approaches (e.g., text mining, data visualization, image analysis, GIS, web applications); Familiarity with research methodologies across a variety of humanities disciplines; Excellent written and oral communication skills; Demonstrated ability to work independently within a framework of assigned responsibilities; Demonstrated ability to collaborate and communicate with a broad range of stakeholders; Excellent interpersonal skills and demonstrated ability to work with diverse faculty, students and colleagues.

**Preferred Qualifications:**

Knowledge of relevant programming languages; Experience working in interdisciplinary, collaborative teams is highly desirable; Experience writing grants.

**SALARY AND BENEFITS:** Annual salary is $50,000. The Digital Humanities Coordinator will be a member of the UGA Libraries’ non-tenured faculty. UGA offers an attractive benefits program including a choice of health and retirement plans, dental plan, tuition remission, paid relocation, 21 days annual leave, 12 days sick leave, and 12 paid holidays.

**APPLICATION PROCEDURE**: Qualified applicants who wish to be considered for this position should send as three separate pdf documents their letters of application, complete resume/CV, and the names, titles, addresses, e-mail addresses, and phone numbers of three professional references by July 24, 2015 to: Jan D. Hudson, Human Resources Manager, University of Georgia Libraries, at libjobs@uga.edu.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.