

UMKC Libraries
Head of Digital Scholarship Services
Co-Director for the Center for Digital and Public Humanities

Position title:

Head of Digital Scholarship Services
Co-Director of the Center for Digital and Public Humanities

Position summary:

The Head of Digital Scholarship Services (DSS) is primarily responsible for operational management of the [Digital Collaboration Studio](#), a technology-rich space designed to support research and teaching across all disciplines with an emphasis on Digital and Public Humanities; creating programming, resource guides, and consulting services that support digital research and pedagogy; and administrative management and direction for the Libraries' participation in the Center for Digital and Public Humanities, a partnership between the Libraries and the School for Humanities and Social Sciences. The Head of DSS serves as the Libraries' co-director for the Center for Digital and Public Humanities and supervises staff in the Digital Scholarship Services department within the Special Collections & Archives Division of UMKC Libraries. This position is a 12-month, non-tenure track, ranked benefit-eligible faculty librarian, has supervisory responsibilities, and reports to the Associate Dean of Special Collections & Archives.

Position duties:

Digital Collaboration Studio Operations Management (40%)

- Manages the department's portfolio of instruction, programming, and consulting services with an emphasis on the Digital Collaboration Studio (DCS) and digital scholarship reporting and performance.
- Oversees the daily operations of the UMKC Libraries Digital Collaboration Studio in coordination with the Libraries' Service Point Heads and the Center for Digital and Public Humanities' leadership priorities.
- Leads DCS assessment and evaluation and works with Service Point Heads, the Head of Digital Projects, and the Head of Systems & Technology to understand users and research support needs to improve faculty, student, and staff digital scholarship technology instruction, space, and digital initiatives.
- Liaises with librarians, archivists, staff, and curators participating in digital research, pedagogy, and media technology initiatives related to the Digital Collaboration Studio and digital scholarship projects.
- Manages and mentors the Digital Collaboration Studio staff, including graduate research assistants who are responsible for supporting DCS administrative duties; use of the space, equipment, and technology; and aiding with tasks that support the administration of the Center for Digital and Public Humanities.

Digital Scholarship Teaching and Learning (30%)

- Collaborates with Center for DPH faculty and Libraries' partners, including Teaching & Learning librarians, the Head of Digital Projects, and others to create and teach library technology workshops, and classroom instruction on topics such as:
 - Digital scholarship project management and production
 - User experience methodologies supporting equity and inclusion
 - Digital assets management best practices
 - Selection and evaluation of digital research and pedagogy technologies
 - Exploring new technology applications
 - Digital media literacy research strategies
- Provides specialized consulting services to the UMKC community about digital scholarship, open access, and emerging digital research and pedagogy practices and methodologies.
- Creates and maintains research and how-to guides supporting the UMKC community in learning and practicing digital research, pedagogy, and media technologies and methodologies.

- Provides digital research and pedagogy support for academic and public programs development, coordination, and community engagement.

Co-Directorship of the Center for Digital and Public Humanities (10%)

- Serves as the UMKC Libraries' co-director for the Center for Digital and Public Humanities along with co-director(s) from the UMKC School of Humanities and Social Sciences, providing leadership in planning, implementation, and maintenance of the Center for DPH budget.
- Participates in the development of revenue streams to support both ongoing and one-time costs associated with the Center for DPH and the Digital Collaboration Studio, including grant-writing and fundraising.
- In collaboration with Center for DPH co-director(s) and with input from the Center's Steering Committee, coordinate programming, and develop and maintain the Center's website.
- Creates documentation of policies and procedures as identified.
- Attends and participates in UMKC Libraries' department, division, and all-staff meetings as well as Center for Digital and Public Humanities co-director and Steering Committee meetings.

Professional Development, Service, or Research (20%)

- In accordance with the Faculty Workload Policy:
 - Serves on UMKC Librarians' Council and a variety of University Libraries, UMKC, and UM System committees, working groups, or teams.
 - Pursues professional development and contributes to the profession via service and/or research.

Supervisory authority:

Supervises, hires, evaluates, trains, and appraises staff as necessary to ensure smooth operations that follow established policies.

- Directly supervises Digital Collaboration Studio staff;
- Coordinates activities and maintains effective relationships with other departments and staff within the Division, Library, Center and University;
- Contributes to the training and oversight of the Digital Collaboration Studio-related activities performed by students and staff in the Center in coordination with their direct supervisors;
- Acts as an advocate for unit staff and is committed to professional and staff development and staff participation in unit planning and decision making;
- Promotes high staff performance through teamwork, training and enrichment, encouragement of innovation and recognition for achievement.

Work environment and schedule:

Typically works a 40-hour week, Monday-Friday, 8:00 a.m.-5:00 p.m., in office 308A on the 3rd floor of Miller Nichols Library.

The UMKC University Libraries support Flexible Work Arrangements. This position generally works Monday-Friday, 8-hour workdays, 9-hour days if the individual opts to take a 1-hour lunch per the Libraries' Rest Break policy. The regular schedule will encompass the hours of 9am-5pm. This position will be required to work occasional evenings or weekends to accommodate the instructional needs of classes, or individual student consultations. Anything outside of this regular schedule is considered a Flexible Work Arrangement. One-time use of Flexible Work Schedules and Flex Place is generally available; compressed work weeks and ongoing Flex Place arrangements are limited due to the need for DCS staffing availability.

Physical demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the physical demands of this job. If you believe you may have difficulty performing any of these physical demands, please contact KC Atchison, ADA Coordinator, as soon as possible, at atchisonk@umkc.edu or (816)235-6705.

Expectations:

- Contributes to a safe and respectful environment for all users and employees of the UMKC Libraries.
 - Exemplifies the [UMKC Statement of Values](#) and the [University Libraries Values](#).
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Minimum qualifications:

- Master's degree in Library Science (MLS, MSLS, MLIS, etc.) from an ALA-accredited program or a graduate degree in another appropriate field in combination with digital scholarship experience;
- 2+ years of relevant experience in a range of digital scholarship methods (e.g., text analysis, GIS/mapping, digital exhibits, 3D/immersive technologies, network analysis, etc.), tools, and skills;
- Experience developing and delivering instruction and instructional documentation (research guides, learning objects, etc.);
- The ability and willingness to independently learn new technologies and methodologies;
- Knowledge of current research, technologies and scholarly trends in digital scholarship, open access, and scholarly communications;
- Demonstrated ability to effectively collaborate in a team-based, service-oriented environment and to build partnerships with faculty and staff on research projects;
- Supervisory experience or successful experience managing a team;
- Potential to meet promotion requirements in non-tenure track appointment, evidenced through service, research, leadership, innovation, and/or professional development.

Preferred qualifications:

- Not applicable.
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Job code:

Numerical Value:

Librarian I = 5822

Librarian II = 5823

Librarian III = 5824

Librarian IV = 5825

Category (academic/librarian/staff/student):

Librarian

Last revised date:

April 14, 2023