



UNIVERSITY OF
GEORGIA

UNIVERSITY LIBRARIES

Digitization and Data Coordinator

The Digitization and Data Coordinator is responsible to the Associate University Librarian for Special Collections (SCL) for leading collection digitization and collections as data projects, developing metadata and transcription workflows, managing budgets, and assessing collection use. This position provides strategic leadership in planning and implementing sustainable, efficient workflows for digitization, metadata migration, and access to archival materials. Working closely with the Digital Archivist and other colleagues in SCL's Media and Oral History units and the Libraries' Discovery and Digital Services unit, the librarian supports system integrations, explores emerging technologies—including AI-based solutions—and leads professional development efforts to enhance collection discovery and access. The Coordinator supervises two staff positions, student assistants, occasional project staff, and collaborates with the other units of SCL and the Digital Library of Georgia.

The Special Collections Libraries Building is home to three libraries: Hargrett Rare Book and Manuscript Library, Richard B. Russell Library for Political Research and Studies, and Walter J. Brown Media Archive and Peabody Awards Collection.

The University of Georgia is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, genetic information, national origin, race, religion, sex, or veteran status or other protected status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).

Please consider applying at <https://www.ugajobsearch.com/postings/432546>

Digitization and Data Coordinator

Duties & Responsibilities:

- Leads digitization efforts for paper, photograph, and artifact collections, metadata and transcription creation, and developing workflows and quality control; develops collection-based data sets and visualization projects; and assesses digitization priorities across SCL. Investigates and implements vendor services and open-source AI tools, such as Whisper and Transkribus.
- Collaborates with SCL Department Heads to develop digitization priorities and project funding. Collaborates with units across UGA Libraries including Brown Media, Discovery and Digital Services, Digital Stewardship, and SCL Public Services to increase discoverability and access of collections and develop workflows. Supports efforts to enhance transcription and closed captioning efforts across audiovisual and oral history collections. Provides support for community-based digitization initiatives.
- Oversees digitization order fulfillment, permission to publish workflows, and ensures patron payment records are up-to-date.
- Supervises two staff positions, student interns and graduate assistants, and temporary project staff.
- Provides reference service at the reference and reading room service points.
- Maintains an active national presence by participating in professional activities and engaging in scholarship through publication and presentation; pursues continuing education opportunities; maintains professional membership and/or accreditation; maintains an awareness of current trends in the archives field especially related to congressional and political collections; and participates in relevant library/university groups and committees and provides service to the libraries and university as appropriate.
- Maintains flexibility and awareness of changes in the department and organization and contributes to the team effort by assuming other similar duties and responsibilities as assigned.



Salary and Benefits:

Minimum salary is \$60,000. UGA librarians are non-tenured faculty members. UGA offers an attractive benefits program including a choice of health and retirement plans, dental plan, vision plan, tuition remission, paid relocation, 21 days annual leave, 12 days sick leave, and 13 paid holidays.

Digitization and Data Coordinator

Minimum Qualifications:

- An ALA-accredited Master's in Library and Information Science, or a relevant terminal degree, or a master's degree in a subject area related to archival work.

Preferred Education, Experience, Licensure, and/or Certification:

- 1 or more years of experience digitizing a wide variety of formats, generating new metadata and working with legacy metadata
- 1 or more years of experience moving files in and out of digital preservation systems

Preferred Knowledge, Skills, Abilities and/or Competencies:

- Proficiency in programming languages (Python, R), Digital Asset Management Familiarity with data serialization formats such as XML and JSON.
- A commitment to explore new trends in the field and integrate new ideas into practice.
- Ability to apply strong problem-solving skills to address challenges and improve services, encouraging a culture where staff think creatively and collaboratively to find effective solutions.
- Ability to effectively supervise, mentor, and support professional growth among reports.
- Demonstrated ability to efficiently manage multiple projects and priorities.
- Demonstrated ability to work individually and as part of a team, maintain flexibility, and establish and maintain effective working relationships

Additional Requirements:

Candidates will be considered at the rank of Librarian/Archivist I, II, III, or IV. For more information about the requirements for the Librarian and Archivist ranks, [Guidelines for Librarian/Archivist Faculty Rank and Promotion](#).



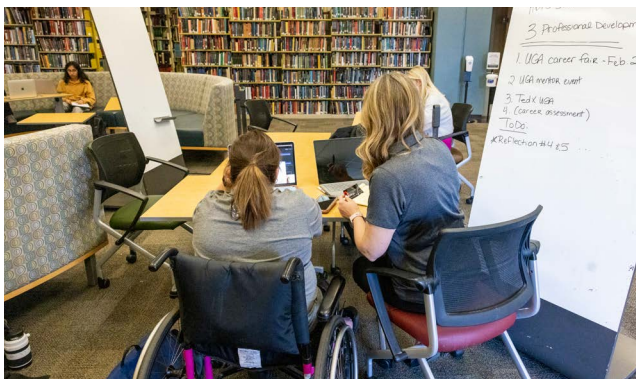
USG Core Values Statement

The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found online at www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct.

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found online at <https://www.usg.edu/policymanual/section6/C2653>.

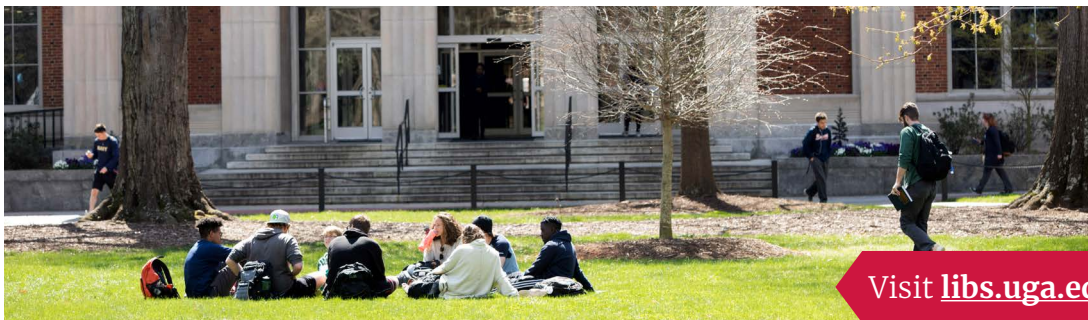
About the University of Georgia

Since our founding in 1785, the University of Georgia has operated as Georgia's oldest, most comprehensive, and most diversified institution of higher education (www.uga.edu). The proof is in our more than 235 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 3,000 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 40,000 students including over 30,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 18 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.



About University Libraries

The UGA Libraries advance the University of Georgia's mission by providing the best possible access to recorded knowledge, actively contributing to the success of students and faculty through teaching and research services provided in physical and virtual environments, exemplifying the University's strategic priority to serve the people of Georgia and beyond, and upholding the University's commitment to inclusive excellence. A member of the Association of Research Libraries with 75 faculty librarians and archivists, 150 staff and nearly 200 student workers, the UGA Libraries receive more than three million visits per year on average and provide services at nine locations across the Athens campus, among them the Main Library, Miller Learning Center, McBay Science Library, Special Collections Libraries, and Health Sciences Carnegie Library. The UGA Libraries offer nationally distinctive special collections related to Georgia's history, politics, and public policy, and preserves one of the foremost media collections in public broadcasting. The UGA Libraries provide IT support for Georgia Library Learning Online (GALILEO), Georgia's statewide virtual library initiative, and is home to the UGA Press and Georgia Review literary journal. Please visit libs.uga.edu for more information.



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About the City of Athens

Athens is a vibrant college town filled with creative energy. The city is located along the North Oconee River in Clarke County, in northeast Georgia just below the foothills of the Blue Ridge Mountains and only a few hours' drive from the Atlantic coast. In 1801 it was chosen as the site of Georgia's first state college and named Athens after the city in Greece.



Nicknamed the Classic City, Athens is best known for great music, a happening food scene, and of course the Georgia Bulldogs, winners of the 2021 and 2022 College Football National Championships. In the spring, the city's Twilight Criterium, one of the country's largest cycling events, attracts both cyclists and spectators. Athfest, a local music festival held on outdoor stages and in venues



around town takes place each summer, and the Hot Corner Festival celebrates the African American business community and culture each June. On autumn Saturdays the town swells as football fans flock to cheer on the University of Georgia Bulldogs. In recent years the town is becoming known around the Southeast for its great breweries like Creature Comforts and Terrapin. Filled with historic architecture and home to the State Botanical Garden of Georgia, Athens is a unique blend of traditional heritage and trend-setting southern culture.

In 1990, the city of Athens and Clarke County combined to form a unified government. Home to more than 100,000 residents, the top three employers include the University of Georgia, Piedmont Regional Healthcare System, and the Athens-Clarke County School District. With more than 12,000 enrolled students, the Athens-Clarke County School District is proud to serve a diverse population across 14 elementary schools, 4 middle schools, and 2 high schools, as well as an early learning center and community career academy

Special Instructions to Candidates:

Applicants should attach a 1-2 page letter of interest, a complete CV, and the names, titles, and contact information of three professional references. The University of Georgia Libraries wish to emphasize that preferred qualifications are not required and we are committed to helping our future colleagues develop preferred knowledge, skills and abilities.

Applicants are encouraged to communicate the ways in which their work meets required or preferred qualifications in ways that may not be obvious. Candidates are encouraged to submit their materials by July 2, 2025.



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Questions? Email libjobs@uga.edu