

UNIVERSITY LIBRARIES



UNIVERSITY OF
GEORGIA

Digital Scholarship Coordinator

The University of Georgia Libraries seeks a dynamic and innovative Digital Scholarship Coordinator to advance outreach and support for the university's research data services initiatives. This position will work as a collaborative member of our Research and Computational Data Management (RCDM) team, which brings together key positions including research data management, digital scholarship, GIS, and scholarly communications. The Digital Scholarship Coordinator provides expertise in data analysis and visualization practices, current and emerging digital tools, and related methods to support interdisciplinary and multidisciplinary research.

The Digital Scholarship Coordinator reports to the Director of RCDM and works closely with colleagues and partners. The Digital Scholarship Coordinator will assist researchers in navigating a changing technology and policy landscape, consulting on techniques and practices for data gathering, organization, analysis, and visualization for their data-driven project needs. The Digital Scholarship Coordinator will also assist researchers by connecting them to applicable resources, including promoting policy information; collections as data; research data management, publishing, and archival resources; as well as research funding and collaboration opportunities. They will use a combination of outreach techniques including, but not limited to, targeted outreach and recruitment, consultation hours, synchronous instruction (in-person and virtual), and self-service asynchronous instruction to promote timely research topics, digital tools, data science, and visualization practices.

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/435388>

Digital Scholarship Coordinator

Duties & Responsibilities:

The Digital Scholarship Coordinator will:

- Work in partnership with the Director of RCDM and colleagues to plan and develop innovative outreach services and resources to support researchers in the areas of digital scholarship, including quantitative and qualitative research methods, data analysis practices, coding and AI/ML/text analysis practices, and geospatial and data visualization techniques.
- Work in collaboration with colleagues and campus partners to develop sustainable workflows to support faculty and student digital scholarship project work throughout the research lifecycle, including design, development, maintenance, publication, and preservation that ensures compliance with federal guidance, aligns with university policies, and supports disciplinary practices.
- Work in partnership with RCDM to promote the Data Studio @ Main as a dynamic hub for interdisciplinary research, bringing together collaborators and fostering an environment conducive for building communities of practice and supporting instructional outreach including workshops, seminars, consultations.
- Facilitate and lead instructional programming related to digital scholarship methods and tools, including the design, development, and delivery of instruction through multiple formats to meet stakeholder needs (e.g., in-person, hybrid, synchronous and asynchronous online).
- Deliver expert one-on-one consultation and instructional sessions to the UGA research community in support of digital scholarship independently or in conjunction with colleagues and student assistants.
- Oversee student-led digital scholarship outreach programming and support initiatives, including research consultations, class visits, workshops, and seminars.
- Assist in the promotion and content management of the institutional and research data repository platform, advocating for sharing digital outputs and advising on open research and reproducibility practices.
- Work in collaboration with colleagues to maintain awareness of applicable research methodologies and methods, current tools and technologies, and emerging trends and issues impacting research and scholarship; work with local, regional, national, and international colleagues by engaging in professional development and fostering communities of practice.
- Participate in working groups, campus programs, and committees as assigned.
- Maintain flexibility and assume other similar duties and responsibilities as assigned.



Salary and Benefits:

The annual salary for this position ranges from approximately \$60,000– \$75,000, commensurate with experience. UGA Librarians are non-tenured faculty members working on 12-month contracts.

Digital Scholarship Coordinator

Minimum Qualifications:

- An ALA-accredited master's degree in librarianship/information science or foreign equivalent, or related terminal degree (e.g., Ph.D.).

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/Archivist ranks, [Guidelines for Librarian/Archivist Faculty Rank and Promotion](#).

Preferred Knowledge, Skills, Abilities and/or Competencies:

- Knowledge of quantitative, qualitative, and/or mixed methods research **familiarity**
- Knowledge of instructional design and teaching methods.
- Ability to initiate and create buy-in with researchers and work effectively in an outreach role.
- Ability to explain and teach complex ideas clearly, engaging with **wide-ranging** audiences through multiple instructional formats and settings.
- Ability to facilitate and lead digital scholarship outreach programming independently and oversee student-led outreach programming, including research consultations, class visits, workshops, and seminars.
- Working knowledge of relevant research data types, methods, tools/technologies, programming languages, and approaches used to create and preserve digital projects (e.g., DMPTool, OpenRefine, ChatGPT, DALL-E, Copilot, Gemini, NotebookLM, GIT, MATLAB, R, Python, HTML, Excel, GIS, Tableau).
- Knowledge of the use of persistent identifiers for researcher information, data, and publications (e.g., ORCID, DOIs).
- Knowledge of generalist and discipline-specific repositories, including policy setting, deposit, and discovery.
- Familiarity with best practices for managing, curating, and preserving research data.
- Ability to work collaboratively in a team to solve emerging and potentially ambiguous problems.
- Ability to embrace creativity and change that comes from technological and research innovation.



USG Core Values Statement

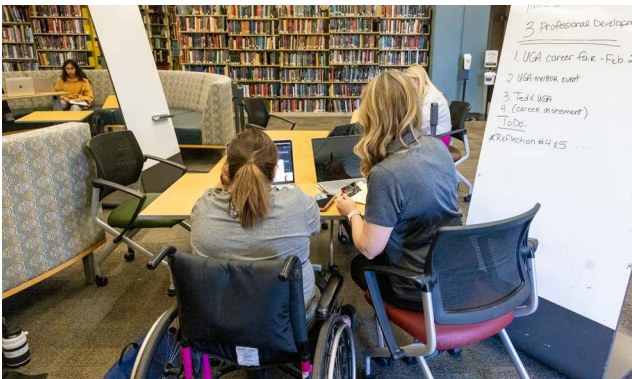
The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and 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 3,100 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 41,000 students including over 31,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 19 schools and colleges, including our newly formed School of Medicine



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 27, 2025, however, the position will remain open until filled.



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Questions? Email libjobs@uga.edu