

EMPLOYMENT OPPORTUNITY

NewJour Project Coordinator (part time)

Georgetown University Library seeks to fill the position of NewJour Project Coordinator. This is a part-time position (20 hours/week) at the Assistant Librarian level.

Contributing to Georgetown University Library's digital initiatives, the NewJour Project Coordinator is responsible for the successful maintenance of NewJour (<http://gulib.georgetown.edu/newjour/index.html>), an electronic service that monitors the development of electronic journals of interest to the academic community around the world. The project was begun in 1993, and has continued under the guidance of former Georgetown Provost James O'Donnell and Ann Okerson at Yale. It consists of a current mailing list, and an archive of data stretching back to 1993.

NewJour's mailing list provides up-to-date information on new scholarly journals, and is a valued resource for researchers worldwide. Usage statistics have shown that the service and site are particularly relevant to scholars in the US, China, India and Brazil. It is therefore essential that continuous service of consistent quality be provided through NewJour.

Responsibility for the project has recently been transferred to the Library, and plans for migrating legacy data, and development of the service are being drafted. It is expected that the new Coordinator will play an active role in planning for the future of the service, and in implementing changes along the way.

The Coordinator will:

- Manage and maintain NewJour including the monitoring, evaluating and processing of daily submissions to the database, and identifying and encouraging sources of new submissions.
- Provide timely and efficient customer support and subscription services to NewJour participants.
- Develop procedures and maintain quality control over the database for accurate, secure, and reliable service delivery. Collaborate in planning the next phase of NewJour development.
- Participate in other activities of the Library's digital initiatives, as directed.
- Perform other responsibilities, as necessary; serve on library committees; participate in meetings and in planning; make suggestions for revisions in policies and enhancements to services; participate in articulating and achieving library-wide priorities; prepares statistics and write reports.

Qualifications:

- Master's Degree in Library Science from an ALA-accredited institution, or similarly appropriate/equivalent advanced degree or documented substantive experience is required.
- Demonstrated experience working with metadata and serials, preferably in an academic or research library environment.
- Demonstrated expertise in use of web-authoring applications. Familiarity with Drupal will be considered an asset.

- Must be proficient in the use of standard office software such as word processing, spreadsheets, and email.
- Must have the ability to work with foreign languages. Knowledge of at least one language (especially Portuguese, Spanish, Russian or Chinese) is recommended.
- Must have strong commitment to service, and the ability to work collaboratively in a dynamic environment.

Salary/Benefits/Rank: Salary commensurate with experience. Part time benefits package includes 10.5 days paid leave per year; TIAA/CREF. This is a 12-month, Academic/Administrative Professional (AAP) appointment.

Apply online at **www.library.georgetown.edu/employment**.

Review of applications begins immediately and continues until filled.

Georgetown University is an Equal Opportunity, Affirmative Action Employer.