DEPARTMENTAL JOB DESCRIPTION:
Design and coordinate small- and large-scale digital scholarship projects with an emphasis on publishing in a variety of open access platforms. Collaborate with staff, faculty, librarians, students, and other researchers in project conceptualization, development, deployment, evaluation, and sustainability. Participate in envisioning strategic directions for ECDS and in representing the Center in wider networks of digital and public scholarship. Opportunities for teaching. Qualifications include a PhD or MLS/MLIS with evidence of coursework in digital scholarship and at least four years' experience managing staff and participating in project development and publishing at a digital scholarship center; excellent interpersonal skills, experience in presenting at scholarly conferences and public forums. Expertise in critical regional studies of the US South and/or Atlanta.

EMORY JOB DESCRIPTION:
Manages a project. Coordinates the strategic planning process and monitors progress toward achieving project goals. Assists in developing, administering and monitoring project related budgets. Coordinates logistical arrangements for related conferences, conventions or meetings. May assist in identifying funding resources and in developing funding strategies and initiatives. Develops and generates various operational and statistical reports. Represents and promotes the project at various speaking engagements. May write grants, reports, briefings, newsletters, promotional or other written material related to the project. Performs related responsibilities as required.

MINIMUM QUALIFICATIONS: A bachelor's degree in a related field and three years of related project management experience, or an equivalent combination of experience, education and training.

This position involves: Not Applicable
Minimum Hourly Rate $ 22.836538
Minimum Annual Rate $ 47500
Midpoint Hourly Rate $ 30.528846
Midpoint Annual Rate $ 63500

EEO/AA Individuals with Disabilities/Veteran Employer