

NDSA Mini-Job Fair

2023

Organized by
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Welcome!

- This is new. We're experimenting! After seeing people recruiting at DigiPres 2022, Nathan wondered if the time was right for NDSA to start a job fair.
- We had no idea what the job market was going to be like heading in. We had aimed to feature 5 open positions.
 - We've only been find 2 open positions that we can feature, unfortunately neither employer could join us, so Nathan and Robin will present.
 - We decided to take the recommendation of Erin O'Donnell who runs the CLIR job board to feature recently filled positions.
- While we can argue semantics in another forum, we took an expansive view of digital preservation for this mini-job fair.

Featured Positions

- **Digital Collections Librarian** at Boston University, <https://bit.ly/3u2yPMN>
- **Assistant Digital Preservation Analyst** at Rockefeller Archive Center, <https://bit.ly/3MB15fN>
- **Project Manager for Digital Repository Technology** at the University of Michigan, <https://bit.ly/3Gou2yg>
- Digital Curation Archivist at Georgia Tech University, <https://bit.ly/49ADwoE>
- Obsolete Data Media Migration Specialist at George Blood, <https://bit.ly/3QVv2JY>

Digital Collections Librarian at Boston University [1]

Salary: \$61,482-\$98,393

Description: The Boston University Libraries seek a Digital Collections Librarian who will work with the Boston University research community to support scholarly projects and initiatives through digitization and digital collections. Reporting to the Director of Digital Ventures, the Digital Collections Librarian develops programming and services that connect scholars with tools and resources for facilitating data-informed research, digital projects creation, and digital collections management. This individual will collaboratively work with the Digital Ventures team and other library staff, students, and faculty members to plan and implement projects that digitize collections or reformat born-digital collections that will:

- 1) promote the strategic directions of the university and its library system, including and especially those that enhance the discovery and use of library collections;
- 2) connect with faculty and student research projects;
- 3) support learning at BU in the classroom and beyond; and
- 4) advance and responsibly increase the representation of all persons and voices present through the Libraries' collections.

This position will also be responsible for the day-to-day management of our first ever digital collections repository, which is separate from our already established institutional repository, OpenBU.

Digital Collections Librarian at Boston University [3]

How does BU promote Employee Wellbeing?

- BU recently engaged Korn Ferry to conduct organization-wide assessments to advance and improve BU's workplace culture and effectiveness goals. The findings created a blueprint for BU Human Resources (HR) to incorporate into our strategic priorities that will guide our operations into 2025. See [Workplace Culture Survey project](#).
- [BU Employee Wellness](#) is an initiative of Boston University to provide faculty and staff with resources, both on campus and off, to assist you in enhancing your overall wellness.

Digital Collections Librarian at Boston University [2]

Does BU have a commitment to hiring/retaining a diverse and welcoming workforce?

- Partnering with community groups to actively recruit from the multicultural communities surrounding Boston.
- Welcoming diverse applicants and those who value diversity who have an interest in serving a university community with diverse needs, backgrounds, ethnicities and abilities.
- Creating a learning environment for staff and faculty that includes the critical role of diversity and inclusion.
- Read more at <https://www.bu.edu/about/diversity/>

Digital Collections Librarian at Boston University [4]

What are the expectations of a successful candidate at the following milestones:

- **One week:** Learn about working at BU including an onboarding with BU HR and BU Libraries.
- **One month:** Listening tour with potential digital project stakeholders (e.g. IS&T, repository curators/archivists in the BU Libraries, faculty, etc).
- **One year:** Complete at least one digital project with a list of projects underway or scheduled. Work with University IS&T and Library Technology and Discovery Services team to plan and begin steps to implement a digital asset management solution and digital collections repository for Boston University.

Digital Collections Librarian at Boston University [5]

Can you provide examples of how candidates might meet the required and preferred qualifications?

Required Qualifications

- **Degree:** Master's degree in library and information science or related field.
- **Work or training experience:** One to three years of related experience in information science, digital curation, library science; OR any equivalent combination of experience and training.
- **Project Management:** Familiarity with requirements for developing and managing successful digital collections projects, including the ability to structure and plan work effectively to meet deadlines.
- **Digital Repositories and Digital Collections:** Familiarity with digital repository platforms, and general knowledge of digital collections repository platforms, concepts, strategies, standards, tools, and best practices.
- **Teamwork:** Ability to work well both independently and collaboratively to inspire a shared vision with colleagues and students in a rapidly changing and diverse campus environment.

Digital Collections Librarian at Boston University [6]

Can you provide examples of how candidates might meet the required and preferred qualifications?

Preferred Qualifications

- **Outreach & Engagement:** Experience conducting library outreach with research partners and ability to develop and maintain successful partnerships and relationships with staff, faculty, researchers, and other stakeholders.
- **Metadata standards:** Working knowledge of the variety of metadata standards used in digital collections like EAD, MODS, METS, VRA Core and Dublin Core.
- **Digital Repository Management:** Experience managing a digital repository platform.
- **Digital project management:** Experience managing digital projects.
- Understanding of copyright laws and rights management issues in a digital environment.
- **Digitization standards and skills:** Knowledge of digitization standards (e.g., FADGI) and techniques.
- **Grant support:** Experience supporting grant funded projects

Digital Collections Librarian at Boston University [7]

How to apply:

- Online at <https://bit.ly/3u2yPMN>.
- Cover letter, CV, and list of professional references.
- Contact Hiring manager with any questions: Eleni Castro, elenic@bu.edu
- Other openings at BU Libraries: <https://www.bu.edu/library/about/careers/>

Asst. Digital Preservation Analyst at Rockefeller Archive Center [1]

Salary: \$66,422-\$96,312

Description: The Rockefeller Archive Center seeks a highly collaborative and self-motivated individual to join its Digital Strategies team as an Assistant Digital Preservation Analyst. In this early career role, you will develop into an organizational resource for the implementation and use of digital preservation methodologies, tools, and standards, and help to shape our strategy for future initiatives in these areas. You will report to the Associate Director of Archives & Chief Digital Strategies Officer and work closely with the other members of the Digital Strategies team.



Asst. Digital Preservation Analyst at Rockefeller Archive Center [2]

Does RAC have a commitment to hiring/retaining a diverse and welcoming workforce?

- Yes! The RAC recently completed a DEI-centered review of its current structure, policies, and processes. This is the first position we'll be hiring after that review, and we are both eager and committed to apply the lessons we learned throughout that process:
- Our standard job posting was revised to support and welcome multiple paths into archival work (reflecting that not everyone has an MLS/MLIS).
- We're committed to building in significant peer interaction/feedback to the hiring process so that the successful applicant will have a established relationships across the organization.
- We're redesigning our onboarding processes so that new hires are actively welcomed, and space is made for them in the organization.
- Finally, the successful applicant will be joining a team with a long track record of intentional, values-driven work.

Asst. Digital Preservation Analyst at Rockefeller Archive Center [3]

How does RAC promote employee wellbeing?

- We have an incredible benefits package. This includes not only health benefits (our coverage is really good!) but also really robust professional development funding.
- We have a flexible work policy which allows employees a great deal of latitude to determine how and when they do their job, within certain boundaries. It should be noted that this is not a 100% remote job, as the successful candidate will be expected to support onsite archives operations (right now this amounts to a weekly shift as a reading room monitor).

Asst. Digital Preservation Analyst at Rockefeller Archive Center [4]

What are the expectations of a successful candidate at the following milestones?

- One week
 - Understand RAC systems of record and communication flows.
 - Begin to schedule and conduct introductory meeting with key contacts across the organization.
- One month
 - Complete introductory meetings.
 - Participate in regular team, program and organization meetings.
 - Participate in archives operations activities (reading room monitor).
- One year
 - Participate in a collaborative development sprint.
 - Assume ownership (plan, begin execution) of at least one project.
 - Facilitate an informal knowledge share based on their expertise.
 - Participate in archives operations activities (reading room monitor).

Asst. Digital Preservation Analyst at Rockefeller Archive Center [5]

Can you provide examples of how candidates might meet the required and preferred qualifications?

- The minimum/preferred qualifications for this position are designed to support applicants from a number of different backgrounds.
- Applicants can come from pretty much any educational background, and in fact they do not even need to have a graduate degree. We value experience as well as degrees.
- The preferred qualifications are not meant as a laundry list, and if the position is interesting to you, you should apply even if you don't think you meet all the criteria.

Asst. Digital Preservation Analyst at Rockefeller Archive Center [6]

How to apply?

- Send a cover letter and resume to careers@rockarch.org with the subject line “Assistant Digital Preservation Analyst”.
- Applications will be accepted until November 17th [**this Friday**].

Project Manager for Digital Repository Technology at the University of Michigan [1]

Salary: \$64,000-91,000

Description: As the Project Manager for Digital Repository Technology, you will facilitate and coordinate planning of digital repository systems to be shared by multiple services. You will also be responsible for project management and coordinating and executing implementation strategies. You will engage with experts in the organization to complement your own background in digital repository technologies and digital preservation. Project completion and partner satisfaction will be important, providing a unique opportunity to collaborate on the development of digital repository systems that meet the library's digital preservation and access goals.

Project Manager for Digital Repository Technology at the University of Michigan [2]

Does the University of Michigan have a commitment to hiring/retaining a diverse and welcoming workforce?

“We are committed to recruiting and retaining a diverse workforce and encourage all employees to incorporate their varied backgrounds, skills, and life experiences into their work. We advocate for diversity, equity, and inclusion. Our work engages a broad and diverse community with wide-ranging needs and concerns, and we empower all employees to participate in the ongoing process of learning about and responding to these needs. We value the cooperation that results from sharing and applying our different experiences, backgrounds, skills, talents, and interests to build an environment in which all our community members can flourish.”

Project Manager for Digital Repository Technology at the University of Michigan [3]

How does the University of Michigan promote employee wellbeing?

“The health and well-being of our faculty and staff are a top priority. From competitive benefits to on-site wellness programs, we provide resources to support you and your family’s health and happiness. The health and well-being of our faculty and staff are a top priority. From competitive benefits to on-site wellness programs, we provide resources to support you and your family’s health and happiness.”

Project Manager for Digital Repository Technology at the University of Michigan [4]

What are the expectations of a successful candidate at the following milestones?

- One week
 - Get acclimated to the environment
 - Get to know the people
- One month
 - Get to know the various systems and related service models that are related to the repositories
- One year
 - Become deeply engaged in the core responsibilities the job

Project Manager for Digital Repository Technology at the University of Michigan [5]

Can you provide examples of how candidates might meet the required and preferred qualifications?

“The job description itself is the best expression of the responsibilities and qualifications as well as the degree of flexibility with respect to education, experience, and work location (onsite, remote, hybrid).”

Project Manager for Digital Repository Technology at the University of Michigan [6]

How to apply?

- <https://bit.ly/3Gou2yg>
- A cover letter describing your interest in the position, and your experience directly relevant to the work of the position
- A resume / CV
- A list of three professional references, including their names, contact information, and your professional relationship

Digital Curation Archivist at Georgia Institute of Technology [1]

Salary: \$90,500 minimum

Description: The Georgia Tech Library seeks a collegial, innovative archivist (open rank to be determined) to lead and support Library initiatives to preserve and sustain long-term access to Georgia Tech special collections and university archives in digital form, furthering the Library's mission to define excellence in the preservation, curation, and stewardship of the Institute's unique digital assets. The position also oversees the retroTECH service, which provides hands-on learning opportunities related to digital archives and the histories and futures of technology. Positions reports to the Head of the Archives, Records Management, and Digital Curation Department.



Digital Curation Archivist at Georgia Institute of Technology [2]

Does Georgia Tech have a commitment to hiring/retaining a diverse and welcoming workforce?

- 2019–2022 Strategic Plan: “To make strides towards our Vision and Mission, the Library Diversity Council is focused on three strategic themes for Diversity, Equity, and Inclusion (DEI). Our policies, practices, culture, collections, and spaces are a Representation of our commitment to all users of the Library to have Access to the resources to help navigate questions related to DEI. Public areas and workspaces should be ADA compliant. To have a successful diversity plan, periodic Assessment and reviews of the Library will be conducted and data evaluated to make adjustments as necessary.”

Digital Curation Archivist at Georgia Institute of Technology [3]

How does Georgia Tech promote employee wellbeing?

- “The Employee Health and Well-Being Committee shall work to inspire, encourage and support employees in the pursuit of their chosen work/life balance, community service endeavors, and health and wellness objectives; provide recommendations for resources for support and assistance; and give employees a confidential forum to express their concerns and ideas about the state of health and well-being for staff at Georgia Tech.”

Digital Curation Archivist at Georgia Institute of Technology [4]

How to apply?

- Apply online at <https://bit.ly/49ADwoE> before November 30.
 - Applicants should submit a cover letter, curriculum vitae, and the names and contact information for at least three references.
- Requests for information may be directed to Jody Thompson (jody.thompson@library.gatech.edu).

Obsolete Data Media Migration Specialist at George Blood [1]

Salary: Unknown

Description: Over nearly six decades, many technologies and physical formats have been used to store data: 9-track tapes, 5.25" floppy discs, dozens of cartridge formats, and hard drive interfaces. The work of the Obsolete Data Media Migration Specialist consists of three primary areas: 1) use the appropriate hardware, mount the data carrier; 2) extract the binary information from the carrier; 3) extract the logical files; sometimes migrating the logical file to a current technology is also required (such as translating EBCDIC text to ASCII or UTF, or WordStar to Word). Projects range from a handful of media to thousands, from a “box of stuff” to reverse engineering backup environments for old operating systems. The task is not “data recovery” of failed hard drives or related work.



Obsolete Data Media Migration Specialist at George Blood [2]

Does George Blood have a commitment to hiring/retaining a diverse and welcoming workforce?

- “We strive for an ever more diverse, equitable and inclusive work environment, conscious of our impact on climate change. We seek candidates who share our values.”

Obsolete Data Media Migration Specialist at George Blood [3]

How to apply?

- <https://bit.ly/3QVv2JY>
- Please send cover letter, resume, and three references via email attachment to: george.blood@georgeblood.com and include “Obsolete Data – Your Name” as subject.

Other/Soon to be Posted DigiPres Jobs

Is anyone in the audience hiring or
will soon be hiring for a digital
preservation position?

Open Feedback on DigiPres Jobs

Open Feedback on DigiPres Jobs

Go to <https://bit.ly/47hzecw> or use the QR code to open an anonymous form to give feedback to employers and job seekers for digital preservation jobs. Results will be displayed for the audience.



Job Search Resources

Job Search Resources [1]

- Job Boards
 - Archives Gig <https://archivesgig.com/>
 - Digital Preservation Coalition(DPC) <https://www.dpconline.org/news/job-vacancies>
 - CLIR+DLF Job Board <https://jobs.diglib.org/>
 - Asian Pacific American Librarians Association (APALA) <https://apala.careerwebsite.com/jobs/>
 - Black Caucus of ALA <https://jobs.bcala.org/jobs/>
 - REFORMA National Assoc to Promote LIS to Latinos and the Spanish Speaking https://www.reforma.org/jobs_search.asp
 - Code4Lib <https://jobs.bcala.org/career-advice/>
 - Association of Research Libraries (ARL) <https://www.arl.org/jobs/job-listings/>
 - American Library Association (ALA) <https://jobs.bcala.org/career-advice/>
- Job Hunting Airtable Template from Snowden Becker:
<https://airtable.com/appKSzEG7kRKAfoHU/shrkHOQVyEtn9SHOoL/tblGxLxVdd91KiSUY/viwY4bmW7woahvXYN?blocks=hide>

Job Search Resources [2]

- Career Development
 - Black Caucus of ALA <https://jobs.bcala.org/career-advice/>
 - ALA <https://www.ala.org/educationcareers/employment/career-resources>
- Mentoring
 - SAA <https://www2.archivists.org/membership/mentoring>
 - REFORMA <https://www.reforma.org/mentoring-program>
- Professional Development
 - Archives Gig <https://archivesgig.com/category/professional-development/>
 - DPC Novice To Know How Training <https://www.dpconline.org/digipres/prof-development/n2kh-online-training>
 - DPC Digital Preservation Competency <https://www.dpconline.org/digipres/prof-development/dp-competency>

**Job Coaching
and
Resume Advice**

Instructions for Job Coaching and Resume Review

- Scattered throughout the tables in the room are job coaches/resume reviewers who are happy to advise you on your job search.
 - Stephen Abrams, Harvard University
 - Snowden Becker, LOCKSS
 - John Dewees, University of Rochester
 - Sara Dorpinghaus, University of Kentucky
 - Ann Hanlon, University of Wisconsin-Milwaukee
- Bring them a printed copy of your resume to critique or ask them questions about your job search.

Feedback Form – Let us know what you thought of this experiment!



<https://bit.ly/3SwzQHo>

Timestamp	Feedback for Employers	Feedback for Job Seekers
11/15/2023 15:06:14		Always negotiate!
11/15/2023 15:07:57		Don't rule yourself out if you don't have all of the job requirements
11/15/2023 15:08:16	Please please include salary ranges in postings. Or find a way to put it out there (personal social media, etc). Also mention relocation funding availability.	Apply even if you only meet ~60% of the job requirements!
11/15/2023 15:08:27	The requirements for graduate degrees often seem unnecessary. Is this a valid requirement in most cases, or simply a way to narrow the field since there are so many masters holders in the candidate pool? In some respects, it could be at odds with DEI initiatives when there are experienced candidates out there.	
11/15/2023 15:11:54	Post not only the salary range, but also indicate where that range falls in relation to livability in your area — HUD low income limits, cost of living calculators, etc	If you think you would be good at the job, APPLY
11/15/2023 15:12:21		Don't be afraid to reach out for an informational interview (official or not). That can help get a sense of the work environment and save time to find out if it's a good fit or not.
11/15/2023 15:13:09	If grant position or term limited position, please be willing to support the person's next job search. Also, no term positions if possible :)	
11/15/2023 15:13:11	Clarify if the salary range is starting salary only or a min and max for the position classification/rank	
11/15/2023 15:15:08	Think about making a connection with a local realtor (especially one that specializes in rentals) so that you can help your new hires find affordable housing in a timely manner	
11/15/2023 15:17:32	Post internally prior to external	Asks questions throughout the process