Title: Project Stand Coordinator
Category: Exempt
Department: Special Collections and University Archives

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university’s ascendancy in academic excellence.

Project STAND, is a grassroots archival consortia project of nearly 70 colleges and universities around the country, founded to create a centralized digital space which highlights analog and digital collections emphasizing student activism in marginalized communities. Project STAND fosters ethical documentation of contemporary and past social justice movements in underdocumented student populations. STAND also advocates for collections by collaborating with educators to provide pedagogical support and create digital resources. Our project hosts workshops, and forums for information professionals, academics, technologists, humanists, etc. who are interested in building communities with student organizers and their allies, leading to sustainable relationships, and inclusive physical and digital spaces of accountability, diversity, and equity.

In partnership with Atlanta University Center (AUC) Robert W. Woodruff library and Project STAND, the Project Coordinator, based in the UMD Libraries, will be responsible for organizing and completing activities for a 3-year Mellon Grant, AUC Woodruff Library in Partnership with Project STAND: Building Capacity, Ethical Documentation and Archiving of Student Activism in BIPOC Communities.

The Project Coordinator will report directly to the Co-Principal Investigator / Project STAND Founder and University Archivist at the University of Maryland Libraries, with a dotted line of support to the Principal Investigator at AUC Woodruff Library.

This impactful project will include hosting residencies, workshops, co-coordinating micro-grants for digitization projects, coordinating oral history and podcasting projects that will focus on the archival profession and social justice.

This is a full-time (40 hours per week), grant-funded position with benefits and works within University Archives. The University Archives captures the day-to-day functioning of a highly complex research institution in all its many facets: administration, academics, athletics, the arts, and other student activities. The University Archives is a key resource for the history and present activities of the University of Maryland, especially the College Park campus.

Duties and Responsibilities:

Manage logistics for two residencies and five workshops; travel required after pandemic restrictions are lifted. Assist in coordinating budgets and scheduling activities, virtual meetings, handling communications for the project, including emails. Provide support for project committees and teams, including assisting with scheduling project meetings and recording minutes as necessary.

Conduct research, compile and synthesize reports, assist in monitoring and coordinating the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
Assist in managing digitization projects, manage Project STAND social media platforms, including working with graphic designers on social media campaigns, and assist in conducting and coordinating oral histories, podcasts and transcription.

MINIMUM QUALIFICATIONS:

Education:
Bachelor’s degree required

Experience:
- Demonstrated experience in the Information Profession (internships, volunteering, assistantships acceptable)
- Demonstrate significant experience engaging in work on issues around equity, diversity and inclusion, and social justice
- Strong organizational and analytical skills
- Strong oral, written and interpersonal communication skills
- Demonstrated ability to work both collaboratively in teams and independently, as well as exercise sound decision-making
- Strong time management skills
- Demonstrate flexibility, agility and adaptability with deliverables
- Provide examples of project management
- Reliable access to the Internet when working remotely
- Demonstrated experience working with standard office applications, including Microsoft Office (outlook, word, excel, etc.), and Google suite applications (gmail, google drive, google docs, etc.).

PREFERRED QUALIFICATIONS:

Education:
Master’s degree in Information profession, History, or related field

Experience:
- Demonstrated knowledge of African American history
- Familiarity with project management software
- Working knowledge of web development tools, Omeka and ArchivesSpace

APPLICATIONS: Electronic applications required. Please apply online at https://ejobs.umd.edu/postings/82611. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a resume, and names/e-mail addresses of three references.

Applications will be reviewed as they are received. For best consideration, please apply by 06/01/2021.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.
The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.