POSITION VACANCY ANNOUNCEMENT

POSITION: Cuban Heritage Project Manager – Library Associate 3
DEPARTMENT: Digital Support Services
REPORTS TO: Chair, Digital Support Services
SALARY: Minimum salary $44,481; Actual salary will reflect selected professional’s experience and credentials
REQUISITION #: 510554
DEADLINE DATE: April 11, 2019 - applicants will be reviewed as received
PLEASE NOTE: The job location for this position is 4040 NE 49th Avenue (RTS Route 24).

JOB SUMMARY

The Cuban Heritage Project Manager supports the collections and services of the George A. Smathers Libraries’ Latin American and Caribbean Collection and its national and international partnerships by documenting and digitizing Cuban heritage materials and contributing to other preeminent initiatives. The position is part of the Department of Digital Support Services and reports to the Chair of Digital Support Services. The position will interact regularly with the Head Curator of the Latin American and Caribbean Collection. The Cuban Heritage Project Manager is responsible for proactively and aggressively maximizing digitization of holdings, and strategically advancing access to materials related to Cuban history and materials printed in Cuba, held at UF and other institutions.

The Cuban Heritage Project Manager will have primary responsibility for: 1) serving as a project manager for national bibliographical and digitization efforts and tracking international bibliographical and digitization efforts related to Cuba in support of the Celebrating Cuba! Collaborative Digital Collections of Cuban Patrimony project and 2) Analyzing SASC and other UF holdings to identify all relevant Cuban content for digitization and ingest into the Celebrating Cuba! Collections at UF and managing related workflows. To accomplish this, the Cuban Heritage Project Manager will conduct large-scale and detailed collection analyses, consult with curators at UF and other US institutions to produce uniform data necessary for supporting workflows across units and institutions, and coordinate activities in each of these processes. The Project Manager will identify unique or distinctive materials not currently available online and items desirable for addition to digital Cuban Heritage collections managed by UF. This position coordinates bibliographic and digitization priorities with the head of LACC, communicates with partner institutions holding Cuban materials, and proactively leads initiatives with complex workflows. This position communicates to the larger UF Cuban project team via regular reports to the Head of LACC and the Chair of Digital Support Services. To support students and faculty and foster excellence in a diverse and global society, the Cuban Heritage Project Manager is expected to include individuals of diverse backgrounds,
experiences, races, ethnicities, genders, and perspectives in work activities.

**RESPONSIBILITIES**

**Project Management**
- Seeks out, documents, and maintains authoritative bibliographical data for publications and archival collections related to Cuban history and culture.
- Coordinates the ongoing development and implementation of the Cuban digital projects database to support development of authoritative master lists of digital candidates and surrogate assets across the environment of relevant holding institutions.
- Works with the Head Curator of LACC, the regional Government Documents Coordinator, and other curators to select and prioritize UF materials for digitization and inclusion in the *Celebrating Cuba!* Collections.
- Manages the flow of UF Cuban materials through the digitization process and into the *Celebrating Cuba!* Collections.
- In coordination with digitization efforts undertaken by partner institutions, coordinates scheduling with Digital Production staff and assists with ingest of partner content into the *Celebrating Cuba!* Collections accessible through dLOC.
- Liaises with US partners to identify and solicit content from non-partner libraries and collections with unique Cuban holdings.
- Works with the SASC Collection Services unit and with other departments such as Preservation, and Cataloging & Discovery Services units to maintain workflows.
- Assists in the creation and maintenance of metadata in English and Spanish for the *Celebrating Cuba!* Collections accessible through dLOC.
- Coordinates with UF curators and subject specialists in establishing relevant metadata, determining intellectual rights, providing original or digital materials for workflows, and secures the return of physical materials to source collections.
- Sets regular meetings with national partners as well as internal project team and shares information between the groups.
- Serves as a point of contact between UF Libraries and operational colleagues at partnering institutions in the US for identification of, planning for, and prioritization of digitization of content for inclusion in the *Celebrating Cuba!* Collection. Some communications may be in Spanish.
- Tracks materials to share with partners when needed offline, and coordinates preparation for research visits with international partners.
- Provides reports and statistical data regularly and upon request, in support of special projects, grant applications, sharing of data with partners, or other needs.

**Collection Analysis**
- Analyzes print and digital holdings at UF and international partner institutions to identity Cuban and related materials for digitization or increased digital access, in line with strategic initiatives.
- Prepares, maintains and updates collection data records.
- Prepares reports and maintains data responding to calls for information and/or content by Libraries administrators and partners.
- Works closely with librarians and curators to provide consistency, focus and efficiency in collection analysis, and coordinates departmental responses in relevant subject areas.
- Maintains and provides collection data and statistics to curators for preparation of collection development policies and assessment activities across collections.

**Other Duties**
Participates in other departmental activities, including public service and special projects as assigned. Participates in staff development opportunities as needed. Performs other duties as needed.
QUALIFICATIONS

Required:
Bachelor’s degree and six years of related library experience; or a master’s degree and three years of related library experience; or any equivalent combination of experience, training and/or education.

Preferred:
- Fluent in Spanish and English, both spoken and written.
- Strong planning, analytical and organizational skills.
- Experience developing and managing bibliographical or other documentary projects.
- Experience managing large digitization projects
- Initiative, flexibility and the ability to adapt and work creatively in a complex, rapidly changing academic environment.
- Ability to work both independently and collaboratively with faculty, students, administrators and the general public.
- Strong familiarity with Latin American or Caribbean history and culture.
- Working knowledge of library technologies.
- Library or archives experience, particularly in an academic or research institution.
- Undergraduate degree in a relevant field.
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation and perspectives.

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state’s oldest and most comprehensive university, UF is among the nation’s most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

UNIVERSITY OF FLORIDA LIBRARIES

The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the George A. Smathers Libraries at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 6 million print volumes, 8.1 million microfilms, 1.5 million e-books, over 145,000 full-text electronic journals, 827 electronic databases, 1.3 million documents and 1.4 million maps and images.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more
than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at [http://www.uflib.ufl.edu/orgchart.pdf](http://www.uflib.ufl.edu/orgchart.pdf).

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at [http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom](http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom).

**DIGITAL SUPPORT SERVICES**
The Digital Support Services (DSS) is among the largest capacity digitization facilities in the southeastern United States. The DSS develops, manages, and publishes digital content from curatorial collections, in support of academic programs, organizes conversion and ingest capabilities, facilitates awareness and coordinates instruction in scholarly use and development of digital technologies and their application to collection and publishing services.

The University of Florida Digital Collection (UFDC) is the set of digital collections hosted by UF, including the Digital Library of the Caribbean and the Caribbean Newspaper Digital Library (both are international collaboratives) as well as the State-wide Florida Digital Newspaper Library. For more information about the DLC and the UFDC, please visit [http://www.digital.uflib.ufl.edu/](http://www.digital.uflib.ufl.edu/).

**COMMUNITY**
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the “Best Midsized College City in America” by WalletHub and ranked no. 7 on Livability.com “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the [Gainesville Awards and Recognition](http://www.uflib.ufl.edu/) link. The [Guide to Greater Gainesville](http://www.uflib.ufl.edu/) combines award winning photography and compelling articles that capture all of the reasons for calling Greater Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

**BENEFITS**
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at [http://hr.ufl.edu/benefits/](http://hr.ufl.edu/benefits/). UF offers a comprehensive new online benefits tool called [ALEX](http://www.uflib.ufl.edu/) to help employees and prospective employees review benefit choices at UF.

**APPLICATION PROCESS**
To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) your current resume or CV; and 3) a list of three references including their contact information (address, telephone number, and email). Apply by April 11, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Requisition 510554](http://hr.ufl.edu/benefits/). Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at [tlitchfield@uflib.ufl.edu](mailto:tlitchfield@uflib.ufl.edu).

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional
credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at http://www.naces.org/.

AFFIRMATIVE ACTION/EOO
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://hr.ufl.edu/data-card/. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.