Digital Services Coordinator

The Loyola • Notre Dame Library seeks a dynamic, innovative and experienced individual to provide leadership to support digital and technology services. The Digital Services Coordinator will coordinate and support digital and technology services that support research, teaching and learning programs in the Library.

The successful candidate will communicate effectively and work collaboratively with units throughout the library to support a range of services that may include discovery, digital library initiatives, and instruction and also work collaboratively with Information Technology Departments at two campuses. A demonstrated ability to thrive in a changing work environment with a commitment to professional development is important. The candidate will understand and be able to communicate library related technology trends that support user-centered library services to a diverse population of undergraduates, graduate students, and faculty at Loyola University Maryland and Notre Dame of Maryland University.

Position Responsibilities:

- Provide strategic vision and leadership of Library technology operations and initiatives to support faculty and students.
- Provide technical advice and hands-on support in integrating, troubleshooting and resolving various issues with purchased or licensed software, e.g. resolving authentication problems and ensuring smooth and reliable access, working with vendor based APIs and web services.
- Work closely with the Information Technology Departments of both Loyola and Notre Dame and outside partners to develop and maintain technological infrastructure and support future technology initiatives and digital services.
- Collect and use data to inform decisions on technology integration.
- Lead planning for the Library’s website and mobile application initiatives.
- Provide input to the Library Administration on budgeting, reporting and compliance as related to technology services.
- Engage and remain current on information technology and digital library trends.

Required Qualifications:

- Bachelor’s degree or Masters in Library Science in information technology or related area;
- 2+ years professional experience in evaluating, developing, and maintaining information applications;
- Experience with library systems and applications including OpenURL (link resolvers), proxy servers, standards such as Z39.50;
- Demonstrated proficiency in current web programming languages and technologies such as PHP or JavaScript and SQL;
- Working knowledge of web development, design, frameworks, and standards, including HTML and CSS;
- Ability to utilize and design APIs and web services;
- Demonstrated effective oral, written, and interpersonal communication skills;
- Demonstrated project management and analytical skills;
- Ability to work creatively both individually and collaboratively in a team-based environment.
Preferred Qualifications:

- Experience in higher education;
- Familiarity with authentication and web security protocols such as Shibboleth, LDAP, and SSL;
- Experience with institutional repositories;
- Knowledge of multiple formats for representing data such as XML or JSON;
- Experience working with open source software;
- Demonstrated proficiency in a major programming language such as Python, Ruby, or Java.

About the Library:

The Loyola • Notre Dame Library, located in a residential area of northern Baltimore City, serves two universities: Loyola University Maryland and Notre Dame of Maryland University. Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning while Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a total population of 7,448 FTE that includes 5,540 FTE at Loyola and 1,908 FTE at Notre Dame.

The Library offers an excellent benefit package that includes medical, access to dental, life, and disability insurance, as well as TIAA-CREF retirement. Successful candidates will be subject to a pre-employment background check.

The Loyola • Notre Dame Library is an equal opportunity employer, and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with “Digital Services Coordinator” in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu