**Rosenwald Project/Project Manager**

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Job Details

Level: Management

Job Location: Fisk University - Nashville, TN

Position Type: Full Time

Education Level:4 Year Degree

Job Category: Education

**POSITION SUMMARY**

The position requires a competent manager to support the goals of the Rosenwald Portal project; demonstrate broad knowledge of with the library’s Rosenwald Fund Card File Database; locate, scan, and conduct research on images of Rosenwald schools in Fisk’s manuscript collections but missing from the database; scan fragile Rosenwald manuscripts; plan a revision of the database; and demonstrate leadership in planning for a portal to Rosenwald collections in other libraries

**ESSENTIAL FUNCTIONS**

Below describe the main essential functions of the position as well as provide a detailed description of each function/responsibility. Functions should be listed in descending order with the duties that take the most time annotated first.

**List job responsibilities/functions here:**

* Engages in activities to meet primary purpose of the project; that is, to plan for a major portal for Rosenwald materials in various libraries
* Establishes overall workflow, policies, and procedures for handling project activities
* Works with the Special Collections Librarian to identify and select materials to be added to the Rosenwald database
* Conducts research on Rosenwald schools
* Oversees updates on software versions and other information technology issues
* Maintains ongoing analysis of project needs and modifies activities accordingly
* Trains and supervises student assistants
* Prepares reports as required

**SUPPORTIVE/SECONDARY FUNCTIONS**

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the University:  For this planning grant, support of the primary functions of the project will suffice

**ORGANIZATIONAL RESPONSIBILITY**

**SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES**

* Firm knowledge of the Julius Rosenwald resources at Fisk University
* Excellent management skills
* Some knowledge of archival management and preservation
* Ability to work well with the project staff and the public, as needed
* Ability to set new directions for the expansion of Fisk’s Rosenwald database
* Good knowledge of advances in library technology to facilitate access to information
* Firm knowledge of the Rosenwald Rural Negro Schools program
* Ability to design successful library portals
* Ability to conduct research and identify Rosenwald collections in other repositories

Qualifications

**Education:** Master’s degree in library or information science with a broad knowledge of technology, or at least a maser’s degree in information technology or related field

**Experience:**Minimum of 2 years’ experience in an academic library setting; meaningful experience working with Julius Rosenwald collections and the Rural Negro Schools project; successful experience digitizing photographs and documents; record of successful research in an academic library setting

**Licenses or Certificates:** None

**This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.**

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