Applications Administrator (Library)

William & Mary Libraries is currently seeking applications for the position of Applications Administrator. We seek a talented, energetic, and creative individual who will provide technological solutions for the development and support of multiple open source and vendor systems.

William & Mary is one of America’s oldest and best universities. Located in beautiful, historic Williamsburg, Virginia, the university claims both Jon Stewart and Thomas Jefferson as alumni. U.S. News and World Report recently ranked us sixth among all public universities, and the Library itself was ranked 17th on the list of best college libraries in the country. Working at William and Mary Libraries offers the opportunity to make a positive impact in the educational experience of our small, smart, diverse student body and the chance to experiment with new technologies and projects.

This position reports to the Head of Digital Services and as part of the Digital Services Team, works closely with the Web Developer, Campus IT and members of various digital initiatives team. As the applications administrator for several different applications, the applications administrator will need to switch gears, creatively solve problems, and communicate effectively with non-technical staff about possible ways we could develop our systems through programming and technological solutions. The Applications Administrator will assist with the set-up of a new system, resolving problems, or assisting with updates/upgrades.

The Applications Administrator supports multiple open source and vendor systems, including but not limited to:
- the library’s web content management system (currently Drupal);
- scholarly and archival digital collection systems and repositories (including DSpace and BEPress);
- web applications (such as LibCal and LibAnalytics);
- internal workflow applications (such as wikis and project management and tracking software).

The Applications Administrator will be responsible for basic applications administration support for a variety of tools and applications. The incumbent will troubleshoot problems with the interface or functionality of a system and work towards a successful resolution of the problem. She or he will provide infrastructure support for digitization of our special collections and the management of digital content and help us advance our systems as our services evolve, with the longer term goal of enhanced integration of our systems. This position is crucial for providing back-end programming to integrate systems such as the website, the catalog / discovery service, and the digital collections of the W&M Libraries for better navigation by our faculty, students, and other users.

Qualifications & Skills:

Required:
- Bachelor’s degree or an equivalent combination of education and/or experience.
- Experience with programming languages (e.g. PHP, Python, Ruby, SQL, JavaScript,).
- Working knowledge of APIs and web services.
- Ability to handle multiple projects simultaneously.
• Excellent analytical and problem solving skills and the ability to formulate options and recommend solutions.
• Excellent interpersonal skills, especially in translating technical concepts to non-technical staff.

Preferred:
• Bachelor’s degree in computer science or other related discipline.
• Experience in an academic setting or academic library

W&M Libraries strives to foster a culture of innovation with the Digital Services Team being a central part. The Libraries provide support for professional development and travel, flexible work hours, and opportunities for campus wide engagement. We value diversity and invite applications from underrepresented groups who will enrich the research, teaching and service missions of the university.

The College is committed to offering its employees an attractive program of benefits that fosters well-being, acknowledges the need for balance in the work, family and personal lives of employees which, in turn, enables and sustains a productive workplace. To view benefits available, please go to http://www.wm.edu/offices/hr/currentemployees/benefits/classifiedandoperational/index.php.

Expected hiring range is $55,000-$71,948 commensurate with experience.

TO APPLY: Visit https://jobs.wm.edu/postings/22542