

Kundalini Research Institute

LOT Project Coordinator

Appointment Date: August 15, 2008

The Kundalini Research Institute (KRI) is looking for a self-motivated, detail oriented person to manage The Library of the Teachings of Yogi Bhanjan (LOT) archival projects. The LOT Project Coordinator will report to the Director of the Library of the Teachings of Yogi Bhanjan and work with KRI management and employees, vendors and volunteers to organize and manage the various components needed to initiate, run and conclude projects associated with the archival process. The Library of the Teachings of Yogi Bhanjan contain audio, video and transcription copies of all the lectures of Yogi Bhanjan.

The majority of the responsibilities are focused around the cataloging, preservation, and transcription of the media library containing the teachings of Yogi Bhanjan. Duties include managing project schedules and activities, placing orders for supplies and services, and tracking progress and results. Applicants must have excellent verbal and written communication skills and a thorough knowledge of Microsoft Office applications. Applicants need to understand digital media file formats and have a capacity to learn new inventory management software applications.

The position is located in Espanola, New Mexico. The first two weeks of training will be in Los Angeles (accommodations in Los Angeles will be provided). KRI is committed to recruiting and supporting a diverse faculty and administrative staff. The KRI strives to promote a culture of inclusiveness, respect, communication and understanding.

Responsibilities:

- Creates and executes project work plans, recruits volunteers, and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed.
- Manages day-to-day operational aspects of a project and scope.

- Ensures project documents are complete, current, and stored appropriately.
- Holds regular status meetings with project teams.
- Effectively communicates relevant project information to superiors.
- Resolves and/or escalates issues in a timely fashion.
- Suggests areas for improvement in internal processes along with possible solutions.

Required Qualifications:

- Ability to work on detailed projects for extended durations.
- Experience with revisions and quality control of data.
- Ability to apply prior software application knowledge to Library/Inventory systems.
- Record of working effectively and collaboratively with a variety of employees in a challenging, complex, ever-changing environment.
- Demonstrated excellence in interpersonal communication (oral and written) skills.

Preferred Qualifications:

- Experience with project management.
- Familiarity with institutional repositories.
- Familiarity with inventory management.
- Experience leading teams.

Position Classification and Salary:

This is a full time position of 40 hours of work per week. Salary will be commensurate with experience.

Application Procedures:

Applicants should provide the following:

- A letter of application detailing how your education, background and experience relate to the required and preferred qualifications
- A current vita/resume
- Three references and their contact information

Applications are accepted electronically at **kartikakaur@verizon.net**.

Questions should be directed to Kartika Kaur, (310) 552-3416 x109 or

kartikakaur@verizon.net.

Review of applications will begin immediately and will continue until the position is filled.