

Job Descriptions

Classified Title: Data Management Specialist

Working Title: Data Management Consultant

Role : ATP

Level : 4

Range: PD

Status: Full Time

Hours Worked: 37.5

Work Week: Monday-Friday

Contact: Homewood HR 410-516-7196

Personnel Area: Libraries

Org Unit: Entrepreneurial Library Program

Location: 3400 N Charles Street

**Approximate
Starting Salary:**

General Description: The Data Management Consultant provides consultative data management planning support to JHU Principal Investigators. The primary duties and responsibilities of the job include:

- Manage inquiries from Principal Investigators for data management planning support.
- Provide consultative support to PIs including
- Evaluate data planning needs, assess short and long term options and benefits, cater planning to specific granting agency requirements, and provide guidance on editing data management plans.
- Track specific scientific domain areas building knowledge and expertise in data types, formats, and needs within domain.
- Identify data standards, metadata standards, best practices for data management, etc. to continuously build expertise to support the JHU data archiving service.
- Maintain knowledge on a broad range of data repositories including their submission, Intellectual Property and use arrangements, and provide guidance on repository selection for deposit.
- Proactively collaborate and coordinate with team to implement data management plans for data being deposited into the JHU Data Archive.
- Collaborate with others in the library to effectively communicate services to faculty, researchers, and departments.
- Manage short and long-term communications and relationships with PIs, including outreach and training in data management best practices.
- Liaise with the Data Conservancy leadership.

Additional information:

The Sheridan Libraries and University Museums encompass the Milton S. Eisenhower

Library and its collections at the George Peabody Library, the Albert D. Hutzler Reading Room, the DC Centers, the Evergreen Museum and John Work Garrett Library, and Homewood Museum. Staff from the libraries and museums teach classes, curate exhibitions, produce scholarship and serve as principle investigators for research initiatives. Rich in resources and expertise, the libraries and museums focus on the needs of faculty and students but also serve as ambassadors to communities well beyond the borders of the Hopkins' campuses. A key partner in the academic enterprise, the library is a leader in the innovative application of information technology and has implemented notable diversity and organizational development programs. The Sheridan Libraries and University Museums are strongly committed to diversity. A strategic goal of the Libraries and Museums is to 'work toward achieving diversity when recruiting new and promoting existing staff.' The Libraries and Museums prize initiative, creativity, professionalism, and teamwork. For information on the Sheridan Libraries, visit www.library.jhu.edu. For information on Evergreen Museum and Library and Homewood Museum, visit www.museums.jhu.edu.

Qualifications:

- Masters of Science, Engineering or Library Science.
- A minimum of three (3) years combined of library, information technology, informatics, and/or scientific research experience.
- Experience working with scientific data management and/or curation preferred.
- Experience with one or more components of the research data life cycle: creation, processing, analyzing, preserving, providing access to, and re-using.
- Must be self motivated, pro-active, willing to take on new challenges and solve problems with minimal supervision.
- Good listener with a high degree of customer orientation.
- Superb people skills, strong team-orientation, and professional attitude.
- Clear and consistent communicator.
- Strong writing skills.
- Strong project planning, management, and execution skills.
- Demonstrated ability to work with and easily adapt to new technology.

UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty ☒ Exempt ☐ Non-Exempt ☐ Other ☐

Date Prepared: January 19, 2012

Division: ITD

Prepared by: WITHHELD

Reports to: Manager, Digital Stewardship

Department: Digital Stewardship Unit, Information Technology Division

Position Title: Research Data Librarian [Post-Master's Program at the University of Maryland Libraries]

NATURE OF WORK:

The Post-Master's Program, a hiring initiative of the University of Maryland Libraries, matches recent post-master's professionals with short-term positions aligned with the Libraries' strategic priorities. Both sides win. The post-graduate professional develops their skills in a professional workplace, and the University Libraries gain the expertise of recent graduates to respond to a rapidly changing environment. Post-Master's Program professionals and the University Libraries each make a 2 year commitment to the position. Relocation costs are not available for Post-Master's Program professionals.

The University of Maryland Libraries at College Park is engaged in the exciting work of defining the future work of academic libraries. We are seeking employees who want to push the frontiers, to anticipate, model and lead in the provision of new services, and revise our definitions of collections, the library, and librarians themselves. Risk takers and highly flexible, creative problem solvers are most welcome!

The Research Data Librarian position provides an opportunity for a new librarian to get exposed to an academic library environment and exercise leadership in the development and implementation of policies and practices relating to e-Research, e-Science, and data management, a new area of engagement for the University of Maryland Libraries. The incumbent will help the University of Maryland Libraries define a completely new role for librarians - a role that will allow them to become more closely integrated in the whole educational and research process at the University of Maryland.

Reporting to the Manager, Digital Stewardship, the Research Data Librarian: actively participates in university-wide initiatives to develop and design policies, sustainable services, and infrastructure to enable faculty and students to preserve and make available their research data; partners with internal units (such as GIS and DRUM – Digital Repository of University of Maryland) and external units (such as Vice President for Research, Office of Information Technology (OIT) Enterprise Technical Infrastructure and Learning Technologies and Environments, and the Maryland Institute for Technology in the Humanities) to develop a data-publishing model that leverages library

services in support of data management and preservation; assists faculty with development of data management plans for grant applications; serves as an active member of the Information Technology Division, contributing to divisional initiatives and leading specific projects; incorporates support for data management and preservation into library services; and maintains close engagement with issues relating to scholarly communications such as copyright, open access, and data management and preservation.

DUTIES AND RESPONSIBILITIES:

- Develops an understanding of e-Research, e-Science and data services in selected fields; develops models for characterizing and interrelating datasets
- Performs research, evaluates approaches and implements best practices for gathering information on the developments in e-Research, data curation, metadata creation, and data preservation
- Performs and analyzes surveys to find out what practices and approaches researchers are using to collect, store, and re-use large data sets and how librarians can help them in this activity
- Provides support for researchers in implementing data storage and data management plans as required by funding agencies
- Investigates and implements new technologies and research tools that would support data services initiatives
- Develops and communicates a set of guidelines for best practices in data management for research
- Participates in preparation of grant proposals for development and advancement of the e-Research and data services program at the UMD Libraries
- Maintains a research guide and writes reports, articles and reviews related to data services; for example presents seminars/workshops data management and data curation
- Participates in library and campus committees as appropriate

PHYSICAL DEMANDS: Extensive use of the computer.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION:

Required: Master's degree in Library or Information Science from an ALA-accredited institution of higher education by the start of employment.

Preferred: Advanced or undergraduate degree in science or engineering discipline.

EXPERIENCE:

Required:

Demonstrated knowledge of issues and technical challenges related to use and archiving of digital data. Experience with XML technologies and relational databases. Familiarity with academic, research, or special libraries. Excellent oral and written communication

skills. Excellent interpersonal skills with the ability to function independently and in groups, and to build and maintain relationships with partners.

Preferred:

Demonstrated subject knowledge and experience in sciences, social sciences, or engineering including understanding of issues related to scientific research and scholarly publishing. Familiarity/experience with data preservation, curation, management, content description and representation, metadata standards, and relevant workflows; experience with institutional or subject repository systems. Experience with DSpace, Fedora, or other repository software. Experience with HTML, CSS, JavaScript, PHP, Perl, or Java. Familiarity with linked open data.

Employee's Signature_____ **Date**_____

Print Employee's Name_____

Supervisor's Signature_____ **Date**_____

JOB DESCRIPTION

POSITION TITLE:	Social Sciences Research Liaison Librarian
INVENTORY NUMBER:	201659
LIBRARY:	Satellite Social Sciences
EFFECTIVE DATE:	July 1, 2012
POSITION REPORTS TO:	Head, Teaching and Research Support – 201663

Titre français: Bibliothécaire de liaison en recherche pour les sciences sociales

SUMMARY OF FUNCTIONS:

The incumbent is responsible for the delivery of an effective research liaison program to graduate students, post-doctoral fellows, faculty members and research teams in the social sciences domains.

The main functions of this position include the provision of in-depth reference services for individuals as well as research project liaison and support for research teams; the planning and delivery of customized instructional programs and workshops; and collection development in all formats including data resources in social sciences. Through collaborative outreach and liaison, the incumbent will gain an understanding of research teams' information resource and service needs that will be applied to developing, identifying and evaluating new services and information resources.

The main objective of this position is the enhancement of research output by creating efficiencies in the researcher information discovery process in support of the research mission of the University of Ottawa.

MAIN ACTIVITIES:

A. Outreach and liaison activities

1. Provide reference assistance and in-depth research assistance to meet the information needs of researchers in the social sciences domains.
2. Maintain outreach to the social sciences community through engagement in departmental activities, awareness of current research and regular communication with faculty and students.
3. Liaise with academic units and researchers to promote library resources and services, reference and teaching activities and to identify ongoing needs.
4. Collaborate with faculty to create subject guides and use technologies such as social media to achieve seamless and integrated information and knowledge services for the assigned disciplines.
5. Develop and implement effective subject-based instructional and information literacy programs for assigned disciplines; collaborate with faculty in the design of innovative library and classroom instruction.
6. Working with the social sciences librarians team, incorporate support for e-science, research data management and curation into library services and assist researchers and faculty with development of data management plans.

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B. Collections development

1. Evaluate and develop scholarly information resources in assigned disciplines in accordance with current policies and practices and in cooperation with faculty and the social sciences librarians' team.
2. Elaborate, write and revise collections development policies for assigned disciplines and manage collections and gifts in kind in assigned disciplines including evaluation and transfer to the Library Annex;

C. Other duties

1. Contributes to librarianship by carrying out professional research and/or scholarly work.
2. Perform other duties as assigned by the Head, Teaching and Research Support Services.

AUTONOMY:

1. Carry out her functions under the responsibility of the Head, Teaching and Research Support Services.
2. Exercise full autonomy in the development of the collections in the assigned disciplines.

RELATIONS:

1. Frequent communication with the directors of academic units, library representatives, professors, students and other library clients.
2. Frequent communication with librarians and library technicians from other network libraries.
3. Occasional communication with the heads of specialized libraries and collections, and other library services.
4. Occasional relations with colleagues from external libraries.

ESSENTIAL QUALIFICATIONS:

1. A Master's degree in Library and Information Studies (M.L.I.S.) from an ALA accredited institution or equivalent;
2. Four (4) years of professional experience, or fewer, depending on relevance of experience to the position;
3. University degree in social sciences or experience working in a social sciences library;

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4. Knowledge of scholarly information and research methods in social sciences acquired through studies or professional experience;
5. Familiarity with research data curation and metadata standards;
6. High level of technological literacy including knowledge of or experience with instructional technologies;
7. Pertinent knowledge of and experience in the areas of reference, teaching and collection development;
8. Excellent interpersonal and communication skills;
9. Bilingual (English and French), written and spoken, including the ability to teach in both official languages.

INVENTORY NO: 201XXX

SIGNATURES:

_____ Date:
(Incumbent)

_____ Date:
(Immediate Superior)

_____ Date:
(Director)

_____ Date:
(University Librarian)

Human Resources PD
January 2012

PURDUE UNIVERSITY-POSITION DESCRIPTION

Date: 1/18/2012

Reason: [Create New Position](#)

Libraries

Org Unit Name

333

Org Unit #

STD: 50096371 & 50096372

Position ID #

Supervisor Name: Michael Witt

Supervisor Title: Interdisciplinary Research Librarian; Assistant Professor of Library Science

Supervisor Position ID: 50031466

Phone: 4-8703

E-mail: mwitt@purdue.edu

Position title: Digital Library Software Developer

(Final determination rests with HRS)

Employee Group *(Final determination rests with HRS)*

Non-exempt: [SELECT ONE](#)

Exempt: [Administrative/Professional](#)

Time Reporting: ☒ Full time ☐ Part time (< 1.00) % = _____ **Shift:** [Day](#)

Employee Subgroup: [Non-exempt position](#) [SELECT ONE](#) [Exempt position](#) [FY 12](#)

Education: Indicate the **minimum** education required. [BA/BS degree](#)

List the required and/or preferred course work or degree field(s):

Bachelor's degree in computer technology, computer science, library and information science, or a related field. Master's of Library Science (MLS or MLIS) preferred.

Experience: Indicate the **minimum** years of experience required. [1 yr](#)

Describe the type of experience required and/or preferred:

Experience gathering requirements, evaluating tools, and designing, developing, and implementing software. Complementary experience in which documentation, analysis, problem-solving, and communication have been demonstrated both independently and as a member of a team. Mastery of two or more current programming languages. Preferred: experience with PHP, java, MySQL, XML, or RDF; Experience working in a library or with systems that manage digital information in a library context.

Knowledge, Skills, Abilities: List any knowledge, skills, or abilities, special training, certificates or licenses.

Functional competencies include: knowledge of databases, computer programming and scripting languages, software and web development, and information systems. Ability to learn and evaluate current and relevant technologies, standards, and practices in digital preservation such as OAIS, PREMIS, TRAC, LOCKSS, DuraSpace, Archivematica, and curation micro services

Leadership competencies include: teamwork, initiative, and innovation; skill to analyze data and use sound judgment to make decisions; skill to develop specific goals and plans to prioritize, organize, and accomplish work; skill to communicate effectively and clearly in both written and oral forms;

Interpersonal competencies include: effective teamwork and collaboration; efficient management of time, utilizing excellent time and project management; analysis of data and use of sound judgment to make decisions; completion of work with a high level of accuracy and attention to detail; effective and clear communication; development of specific goals and plans to prioritize, organize, and accomplish work; ability to build productive and respectful relationships with others and maintain them over time; ability to pay attention to detail and concentrate on a task over a period of time without being distracted;

Customer Service competencies include: ability to build and respond courteously and effectively to customer needs; ability to address shortfalls and problems in service delivery; ability to share solutions and improvements with others.

Change Management competencies include: ability to adjust productively to and communicate about change; ability to explore and try new ideas, methods, and approaches; ability to suggest changes that fit with unit/Libraries strategic plans.

Performance Development competencies include: ability to take initiative to learn new knowledge and skills; receptive to feedback and takes appropriate action in response; productively applies new knowledge and skills.

Teamwork and Collaboration competencies include: skill to communicate productively about group decisions; ability to treat coworkers with respect; ability to contribute productively to group/unit results.

AAP 710	Census 101	EEO 08	JIC	Supervision No	FLSA Exemption	Exempt-Administrative
Donna Dye		2/17/2012		Job Long Text: App. Developer II		
Compensation Specialist		Validity Date		Job ID: 1260		

Human Resources PD
January 2012

POSITION SUMMARY: What is the main purpose of this position? Why does it exist?

The Digital Library Software Developer will be responsible for implementing and developing software to build out a long-term preservation environment for research data allowing the Purdue University Research Repository (PURR) to sustain published materials. This position will also collaborate with Purdue colleagues, and with both national and international partners, to develop and implement software in support of policies and practices that enable long-term digital data management and preservation. This is an 18 month position with the possibility of continued funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Describe the essential responsibilities of the position in order of importance. Essential responsibilities are those functions, if removed, would fundamentally alter the purpose of the position. It is not necessary to list each individual task. Percentages should be listed in no less than 5% increments and must total 100%.

USE THE TAB KEY TO MOVE FROM FIELD TO FIELD

Essential	Percent
<p>DEVELOP AND IMPLEMENT DIGITAL LIBRARY SOFTWARE</p> <ul style="list-style-type: none"> • Learn and evaluate current and relevant technologies, standards, and practices in digital preservation such as OAIS, PREMIS, TRAC, LOCKSS, Dura Space, Archivematica, and curation micro services (focus: preservation) AND/OR Learn and evaluate current and relevant technologies, standards, and practices in systems that are used to manage digital information in a library context, in particular those that relate metadata management, persistent identifiers, data interoperability, and discovery tools (focus: systems). • Gather requirements, consult and collaborate with constituents including project team members, project partners—the Libraries, Information Technology at Purdue (ITaP), and the Office of the Vice President for Research (OVPR), archivists, and users to identify needs and design software solutions to support user and archival workflows, policies, and best practices for digital preservation • Design, develop, and implement a standards-based preservation environment for digital research data as a component of the Purdue University Research Repository (PURR) • Provide documentation, support, and continuous improvement of preservation software and systems • Contribute code to the HUB zero and other, related open source projects • Assist in the development and certification of PURR as a Trustworthy Digital Repository (ISO 16363) 	90%
<p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> • Regularly meet, communicate, and collaborate with project partners and library units • Prepare reports or correspondence concerning project specifications, activities, or status • Other duties and projects as assigned 	10%

Human Resources PD
January 2012

SUPERVISION ROSTER

Libraries
Org Unit Name

333
Org Unit #

STD: 50096371 & 50096372
Position ID #

Supervision exercised: Must be listed as an essential responsibility of the position and described along with the percentage of time under the "Responsibilities Section" on the previous page.

Functional: limited to assigning, instructing and reviewing work of others. Also includes hiring, terminating and pay decisions for both undergraduate and graduate student employees.

- Indicate the total number of **Monthly exempt** staff this position functionally supervises: _____
- Indicate the total number of **Bi-weekly non-exempt** staff this position functionally supervises: _____

Temporary/Student(s) supervision: List the total number of positions supervised below.

- **Monthly temporary/Grad student(s):** _____ **Hourly temporary/Student(s):** 1

Administrative: responsible for making decisions/recommendations for hiring, terminations, pay adjustments, promotions and training of direct reports as well as performing other supervisory duties. (If revising existing position, only list changes to reporting below.)

- Indicate the total number of **Monthly exempt** staff this position administratively supervises: _____
- Indicate the total number of **Bi-weekly non-exempt** staff this position administratively supervises: _____

List IDs of the position(s) below:

(Required) List the **IDs of the Position(s)** (not the person) for each direct report this position **administratively supervises**. Must match the total number listed above. Do not include graduate student, temporary, or grouped positions.

Monthly exempt:

(Required) List the **IDs of the Position(s)** (not the person) for each direct report this position **administratively supervises**. Must match the total number listed above. Do not include undergraduate student, temporary, or grouped positions.

Bi-weekly non-exempt:

Human Resources PD
January 2012

PHYSICAL, ENVIRONMENTAL, AND HAZARDOUS SPECIFICATIONS

Identify below the physical, environmental, and hazardous conditions under which the essential responsibilities of the position are performed.

Physical Requirements

From the list of physical requirement descriptions below, check the box that best describes the physical requirements of the position.

- | | |
|--|---|
| 1. <input type="checkbox"/> SEDENTARY ACTIVITY: Lift and carry up to 10 lbs. occasionally; sedentary work involves sitting most of the time. | 4. <input type="checkbox"/> MODERATE PHYSICAL ACTIVITY: lift and carry 25 to 50 lbs. frequently, and up to 60 lbs occasionally. |
| 2. <input checked="" type="checkbox"/> LIMITED PHYSICAL ACTIVITY: Lift and carry up to 10 lbs. frequently, and up to 20 lbs. occasionally. | 5. <input type="checkbox"/> HEAVY PHYSICAL ACTIVITY: lift and carry 50 to 80 lbs. frequently, and up to 100+ lbs. occasionally. |
| 3. <input type="checkbox"/> LIGHT PHYSICAL ACTIVITY: Lift and carry 10 to 25 lbs. frequently, and up to 40 lbs occasionally. | |

*Occasional is defined as <50 percent of the time.

**Frequent is defined as >50 percent of the time.

Machines, Tools, Electronic Devices & Office Equipment

List the machines, tools, electronic devices, office equipment or other equipment necessary to perform the job.

- | | | |
|---------------------|-------------------|----------------------|
| 1. <u>Computers</u> | 2. <u>Servers</u> | 3. <u>Copier/Fax</u> |
| 4. <u>Printer</u> | 5. _____ | 6. _____ |

Environmental and Hazardous Conditions

Check the boxes that best describe the environmental and hazardous conditions of the job.

- | | | |
|---|--|---|
| 1. Work indoors (% of time: <u>100</u>) | Work outdoors (% of time: _____) | |
| 2. Respiratory Conditions: Involving exposure to: | <input type="checkbox"/> Fumes/vapors | <input type="checkbox"/> Dust |
| <input type="checkbox"/> Gases | <input type="checkbox"/> Inadequate ventilation | <input type="checkbox"/> Odors |
| 3. Skin Conditions: Involving exposure to: | <input type="checkbox"/> Other conditions (list) _____ | |
| <input type="checkbox"/> Electrical shock | <input type="checkbox"/> Toxic chemicals | <input type="checkbox"/> Radiation |
| | <input type="checkbox"/> Burn | |
| 4. Working Conditions: Including use of, or exposure to: | <input type="checkbox"/> Other conditions (list) _____ | |
| <input type="checkbox"/> Heavy machinery | <input type="checkbox"/> Machinery with moving parts | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Working on scaffolding and high places | <input type="checkbox"/> High voltage electricity | <input type="checkbox"/> Lasers |
| <input type="checkbox"/> Steam pipes and/or tunnels | <input type="checkbox"/> Grease and oils | <input type="checkbox"/> Cramped working quarters |
| <input type="checkbox"/> Biological and/or chemical reagents | <input type="checkbox"/> Infectious diseases | <input type="checkbox"/> Use of sharp objects |
| <input type="checkbox"/> Extreme cold (temperatures below 32°) | <input type="checkbox"/> Noise (work requires employee to shout to be heard) | |
| <input type="checkbox"/> Extreme heat (temperatures above 90°) | <input type="checkbox"/> Handling or maintaining animals | |
| <input type="checkbox"/> Other conditions (list) _____ | | |

DEPARTMENTAL/SCHOOL APPROVALS

Approval to Establish/Modify Position: As supervisor of this position, I am certifying that this description is an accurate reflection of the primary purpose of the position and that the essential duties and responsibilities listed are those that the employee in this position is expected to perform. It does not limit or modify my responsibility or authority to assign and direct the work of the employee.

Supervisor Signature – **REQUIRED** _____ Date _____

Department Head Signature – **REQUIRED** _____ Date _____

Fiscal Authorization Signature – **REQUIRED** _____ Date _____
(e.g., Business Office/Director/VP)

Human Resources PD
January 2012

PURDUE UNIVERSITY-POSITION DESCRIPTION

Date: 2/3/2012

Reason: [Create New Position](#)

Libraries
Org Unit Name

333
Org Unit #

50096367
Position ID #

Supervisor Name: Michael Witt

Supervisor Title: Interdisciplinary Research Librarian; Assistant Professor of Library Science

Supervisor Position ID: 50031466

Phone: 4-8703

E-mail: mwitt@purdue.edu

Position title: Digital Data Repository Specialist

(Final determination rests with HRS)

Employee Group *(Final determination rests with HRS)*

Non-exempt: [SELECT ONE](#)

Exempt: [Administrative/Professional](#)

Time Reporting: ☒ Full time ☐ Part time (< 1.00) % = _____ **Shift:** [Day](#)

Employee Subgroup: [Non-exempt position](#) [SELECT ONE](#) [Exempt position](#) [FY 12](#)

Education: Indicate the **minimum** education required. [MS degree](#)

List the required and/or preferred course work or degree field(s):

MLS or MIS from an ALA-accredited institution or equivalent combination of education and experience.

Experience: Indicate the **minimum** years of experience required. [1 yr](#)

Describe the type of experience required and/or preferred:

Experience managing and/or developing repositories and digital collections. Experience in supporting and participating in scholarly communications and sponsored research. Experience as a successful collaborator in a collegial research library environment.

Knowledge, Skills, Abilities: List any knowledge, skills, or abilities, special training, certificates or licenses.

Functional competencies include: management or development of digital repositories, digital collections, and/or content management systems; one or more major descriptive metadata standards; standards and practices related to digital preservation such as ISO 16363 or TRAC; current digital preservation environment and practices and the research process, data life cycle, and trends in the organization and management of digital information; scholarly communication and intellectual property issues.

Leadership competencies include: teamwork, initiative, and innovation; ability to perform outreach and promotion for data services; skill to analyze data and use sound judgment to make decisions; skill to develop specific goals and plans to prioritize, organize, and accomplish work; skill to communicate effectively and clearly in both written and oral forms.

Interpersonal competencies include: effective teamwork and collaboration; efficient management of time, utilizing excellent time and project management; analysis of data and use of sound judgment to make decisions; completion of work with a high level of accuracy and attention to detail; effective and clear communication; development of specific goals and plans to prioritize, organize, and accomplish work; ability to build productive and respectful relationships with others and maintain them over time; ability to pay attention to detail and concentrate on a task over a period of time without being distracted; ability to teach something to others.

Customer Service competencies include: ability to build and respond courteously and effectively to customer needs; ability to address shortfalls and problems in service delivery; ability to share solutions and improvements with others.

Change Management competencies include: ability to adjust productively to and communicate about change; ability to explore and try new ideas, methods, and approaches; ability to suggest changes that fit with unit/Libraries strategic plans.

Performance Development competencies include: ability to take initiative to learn new knowledge and skills; receptive to feedback and takes appropriate action in response; productively applies new knowledge and skills.

Teamwork and Collaboration competencies include: skill to communicate productively about group decisions; ability to treat coworkers with respect; ability to contribute productively to group/unit results.

For HRS use only:

AAP 710 **Census 101** **EEO 08** **JIC 26652** **Supervision No** **FLSA Exemption** **Exempt-Administrative**

Donna Dye

2/17/2012

Job Long Text: Software Quality Splst. II

Compensation Specialist

Validity Date

Job ID: 1297

PURDUE UNIVERSITY

Digital Data Repository Specialist

Human Resources PD
January 2012

POSITION SUMMARY: What is the main purpose of this position? Why does it exist?

The Digital Data Repository Specialist will oversee and provide support for the launch and subsequent day-to-day operation of the Purdue University Research Repository (PURR) service. The position will partner with colleagues to support the adoption and improvement of PURR, as well as lead the ISO 16363 certification process for PURR as a Trustworthy Digital Repository. This is an 18 month position with the possibility of continued funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Describe the essential responsibilities of the position in order of importance. Essential responsibilities are those functions, if removed, would fundamentally alter the purpose of the position. It is not necessary to list each individual task. Percentages should be listed in no less than 5% increments and must total 100%.

Essential	Percent
REPOSITORY SERVICE MANAGEMENT <ul style="list-style-type: none"> • Lead and complete a successful ISO 16363 audit to establish and maintain PURR as a Trustworthy Digital Repository • Review, update and develop PURR policies (e.g., preservation) and procedures as the repository grows, and as technology and community practice evolves • Maintain a documented history of changes to repository's operations, procedures, software and hardware, and keeping records of actions and administrative processes relevant to storage and preservation. • Document change management and critical processes that potentially affect the repository's ability to comply with its mandatory responsibilities. • Review logs of access management failures and anomalies and respond accordingly. • Develop, maintain and revise the business plan to reflect both short- and long-term goals. • Analyze repository for security risk factors associated with personnel and physical plant. • Report on financial risk, benefit, investment, and expenditure (including assets, licenses, and liabilities). • Coordinate regularly scheduled self-assessment and external certification processes. • Coordinate staff roles, responsibilities, and authorizations related to implementing changes within the system and service. • Ensure that PURR meets its defined service level and policies. • Actively monitor the integrity of all digital archival objects, managing the number and location of copies of all digital objects, and maintaining information integrity measurements. • Coordinate and test the understandability of the Content Information and respond to the appropriate Designated Communities when Representation Information is inadequate for understanding the data holdings. • Review all reported incidents of data corruption and loss, and assess necessary revisions to software/hardware systems, operational procedures and management policies as needed. • Change preservation plans accordingly as a result of repository monitoring. Update and maintain Designated Community definitions and their accessibility, the delivery and access options available to the Designated Community, and address feedback from users. 	70%
OUTREACH AND SUPPORT <ul style="list-style-type: none"> • Provide support to users in the context of their use of PURR (e.g., collaborators on a research project, dataset production and publication and archiving, end-users of datasets). • Work with subject specialist librarians to engage researchers on projects and review submitted datasets as needed. • Perform outreach and promotion for data services • Train staff and ensure PURR has adequate staff and skills to fulfill its duties and responsibilities. 	25%
ADMINISTRATIVE <ul style="list-style-type: none"> • Partner with colleagues in the Office of the Vice President for Research, Information Technology at Purdue (ITaP), and the Purdue Libraries as a member of the PURR project team in the continuous improvement of PURR • Regularly meet, communicate, and collaborate with project partners, the project team, and library units • Other duties and projects as assigned 	5%

Human Resources PD
January 2012

SUPERVISION ROSTER

Libraries
Org Unit Name

333
Org Unit #

50096367
Position ID #

Supervision exercised: Must be listed as an essential responsibility of the position and described along with the percentage of time under the "Responsibilities Section" on the previous page.

Functional: limited to assigning, instructing and reviewing work of others. Also includes hiring, terminating and pay decisions for both undergraduate and graduate student employees.

- Indicate the total number of **Monthly exempt** staff this position functionally supervises: **0**
- Indicate the total number of **Bi-weekly non-exempt** staff this position functionally supervises: **0**

Temporary/Student(s) supervision: List the total number of positions supervised below.

- **Monthly temporary/Grad student(s):** **0** **Hourly temporary/Student(s):** **0**

Administrative: responsible for making decisions/recommendations for hiring, terminations, pay adjustments, promotions and training of direct reports as well as performing other supervisory duties. (If revising existing position, only list changes to reporting below.)

- Indicate the total number of **Monthly exempt** staff this position administratively supervises: _____
- Indicate the total number of **Bi-weekly non-exempt** staff this position administratively supervises: _____

List IDs of the position(s) below:

(Required) List the **IDs of the Position(s)** (not the person) for each direct report this position **administratively supervises**. Must match the total number listed above. Do not include graduate student, temporary, or grouped positions.

Monthly exempt:

(Required) List the **IDs of the Position(s)** (not the person) for each direct report this position **administratively supervises**. Must match the total number listed above. Do not include undergraduate student, temporary, or grouped positions.

Bi-weekly non-exempt:

Human Resources PD
January 2012

PHYSICAL, ENVIRONMENTAL, AND HAZARDOUS SPECIFICATIONS

Identify below the physical, environmental, and hazardous conditions under which the essential responsibilities of the position are performed.

Physical Requirements

From the list of physical requirement descriptions below, check the box that best describes the physical requirements of the position.

- | | |
|--|---|
| 1. <input type="checkbox"/> SEDENTARY ACTIVITY: Lift and carry up to 10 lbs. occasionally; sedentary work involves sitting most of the time. | 4. <input type="checkbox"/> MODERATE PHYSICAL ACTIVITY: lift and carry 25 to 50 lbs. frequently, and up to 60 lbs occasionally. |
| 2. <input checked="" type="checkbox"/> LIMITED PHYSICAL ACTIVITY: Lift and carry up to 10 lbs. frequently, and up to 20 lbs. occasionally. | 5. <input type="checkbox"/> HEAVY PHYSICAL ACTIVITY: lift and carry 50 to 80 lbs. frequently, and up to 100+ lbs. occasionally. |
| 3. <input type="checkbox"/> LIGHT PHYSICAL ACTIVITY: Lift and carry 10 to 25 lbs. frequently, and up to 40 lbs occasionally. | |

*Occasional is defined as <50 percent of the time.

**Frequent is defined as >50 percent of the time.

Machines, Tools, Electronic Devices & Office Equipment

List the machines, tools, electronic devices, office equipment or other equipment necessary to perform the job.

- | | | |
|---------------------|-------------------|----------------------|
| 1. <u>Computers</u> | 2. <u>Servers</u> | 3. <u>Copier/Fax</u> |
| 4. <u>Printer</u> | 5. _____ | 6. _____ |

Environmental and Hazardous Conditions

Check the boxes that best describe the environmental and hazardous conditions of the job.

- | | | |
|--|--|--|
| 1. Work indoors (% of time: <u>100</u>) | Work outdoors (% of time: _____) | |
| 2. Respiratory Conditions: Involving exposure to: | <input type="checkbox"/> Fumes/vapors | <input type="checkbox"/> Dust <input type="checkbox"/> Odors |
| <input type="checkbox"/> Gases <input type="checkbox"/> Inadequate ventilation | <input type="checkbox"/> Other conditions (list) _____ | |
| 3. Skin Conditions: Involving exposure to: | <input type="checkbox"/> Toxic chemicals | <input type="checkbox"/> Radiation <input type="checkbox"/> Burn |
| <input type="checkbox"/> Electrical shock | <input type="checkbox"/> Other conditions (list) _____ | |
| 4. Working Conditions: Including use of, or exposure to: | | |
| <input type="checkbox"/> Heavy machinery | <input type="checkbox"/> Machinery with moving parts | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Working on scaffolding and high places | <input type="checkbox"/> High voltage electricity | <input type="checkbox"/> Lasers |
| <input type="checkbox"/> Steam pipes and/or tunnels | <input type="checkbox"/> Grease and oils | <input type="checkbox"/> Cramped working quarters |
| <input type="checkbox"/> Biological and/or chemical reagents | <input type="checkbox"/> Infectious diseases | <input type="checkbox"/> Use of sharp objects |
| <input type="checkbox"/> Extreme cold (temperatures below 32°) | <input type="checkbox"/> Noise (work requires employee to shout to be heard) | |
| <input type="checkbox"/> Extreme heat (temperatures above 90°) | <input type="checkbox"/> Handling or maintaining animals | |
| <input type="checkbox"/> Other conditions (list) _____ | | |

DEPARTMENTAL/SCHOOL APPROVALS

Approval to Establish/Modify Position: As supervisor of this position, I am certifying that this description is an accurate reflection of the primary purpose of the position and that the essential duties and responsibilities listed are those that the employee in this position is expected to perform. It does not limit or modify my responsibility or authority to assign and direct the work of the employee.

Supervisor Signature – **REQUIRED** _____ Date _____

Department Head Signature – **REQUIRED** _____ Date _____

Fiscal Authorization Signature – **REQUIRED** _____ Date _____
(e.g., Business Office/Director/VP)




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University Libraries Faculty Vacancy

[Libraries Employment](#)

Position:	Data Curation Librarian
Appointment Rank:	Assistant Professor
Salary:	\$48,000.00
Available:	June 1, 2013

The Data Curation Librarian will build on e-Science training initiatives and support new emphases and directions in liaison librarian assignments at the University of Tennessee, Knoxville. This new position will lead new initiatives in data curation and work collaboratively on new research initiatives and campus technology innovation.

Reporting to the Associate Dean for Research and Scholarly Communication, the data curation librarian will: strengthen the University's capacity to secure highly competitive grant funding; contribute to the development of long-term data management infrastructure; assist faculty in the discovery of relevant existing data sets and other information; serve as a PI, co-PI or grant team member on externally funded projects; and engage in research and professional activity at the national and international level. The librarian performs data management planning with PIs and researchers, serves as a consultant with researchers on research data issues, and trains researchers on the use of digital research and publishing tools, including UT's Trace digital repository.

The successful candidate will perform outreach and facilitate communication between the Libraries and research groups at UT. The librarian is a member of the Research and Scholarly Services department and a Learning, Research, and Collections liaison. As such, the incumbent is responsible for learning and engagement, research and scholarly communication, and stewardship and collections activities in assigned liaison areas. The Data Curation Librarian is responsible for building strong relationships with administrators, faculty, students, and staff on campus, within the Libraries, and beyond the university. Depending on qualifications and experience, the incumbent may be responsible for supervising library faculty and/or staff.

Responsibilities:

- Assist faculty with development of data management plans for grant applications and general data stewardship
- Working closely with other liaison librarians, incorporate support for data management, citation, and preservation into library services
- Maintain an awareness of emerging trends and best practices in e-science, data curation, and e-scholarship in all disciplines.
- Develop services to enhance access to data.
- Maintain awareness of subject or disciplinary repositories of potential interest to the UT research community
- Maintain awareness of tools and algorithms for computationally centered, data-driven science (data mining, visualization, text mining, etc.)
- Actively participate in university-wide initiatives to develop and design policies, services, and infrastructure to enable faculty and students to preserve and make available their research data
- Partner with internal units (such as Digital Initiatives, Learning and Outreach, and Agriculture & Veterinary Medicine Library) and external units (such as Office of the Vice Chancellor for Research and Engagement, Office of Information Technology, and Center for Information & Communication Studies) to implement data management and publishing services and workshops

Required Qualifications:

- ALA-accredited Master's degree in Library and/or Information Science, or doctorate in a relevant field.
- Demonstrated knowledge of issues and technical challenges related to the life cycle of research data
- Familiarity with two or more commonly used repository platforms (Fedora, DSpace, Dataverse, iRODS, etc.)
- Strong commitment to public service and ability to work well with diverse population of faculty, students, and academic colleagues
- Strong communication (oral and writing), interpersonal, and presentation skills

- Ability to initiate and manage collaborative projects and develop policies
- Ability to think creatively in developing and promoting the use of library services and collections through a variety of outreach efforts
- Familiarity with funding agency requirements for data management plans
- Familiarity with ISO 14721
- Must be able to meet the requirements of a tenure-track librarian position

Preferred Qualifications:

- Experience working with research data and researchers (e.g. a combination of academic work done in labs with research data, outreach work done with researchers and faculty, digital repository work, etc.)
- Second advanced degree in STEM (science, technology, engineering, mathematics) field or quantitative social science discipline
- Experience with DSpace, Fedora, Dataverse, or iRODS
- Experience with one or more of the following web technologies: HTML, CSS, JavaScript, PHP, Perl, Python, Java
- Experience with XML, XSLT, and relational databases
- Instruction or teaching experience
- Familiarity with at least one of the following metadata standards: Ecological Metadata Language (EML), Data Documentation Initiative (DDI), FGDC/ISO 19115, METS, PREMIS
- Ability to use various tools for metadata manipulation and scripting
- Successful track record of collaboration with other campus units around scholarly issues and/or technologies
- Experience working on an externally funded project
- Responsible conduct of research/research ethics training or certification
- Experience with a statistical software package (e.g., SPSS, SAS, R)
- Supervisory experience

Environment:

The University of Tennessee Libraries serves the flagship campus of the state university system. The UT Libraries supports the teaching, research, and service mission of the university and enhances the academic experience of each student at the Knoxville campus — through outstanding print and electronic collections, reference and instructional services, and top-notch facilities and technological resources.

The UT Libraries serves as an intellectual, cultural, and social center for the university and community. We are a national leader in the creation of regionally significant digital collections; in support of open access through our digital repository Trace; and through a rich history of designing innovative spaces and building key partnerships that enhance the teaching/learning enterprise. The University of Tennessee Libraries is a member of the Association of Research Libraries, the Association of Southeastern Research Libraries, the Digital Library Federation, Lyrisis, and the Center for Research Libraries. The UT Libraries collaborates actively at the state level with the other UT System Libraries as well as the libraries in the Tennessee Board of Regents system.

Benefits:

Excellent benefits include 24 annual leave days; choice of state retirement plan or ORP (AIG Retirement, ING, TIAA-CREF) with nonrefundable contributions paid for the employee by the University; optional group health and life insurance plans. Tuition remission is available for all university employees and partial undergraduate tuition remission is available to dependent children and spouses of UT employees. Faculty rank and status; twelve-month, tenure-track appointment.

Application Procedures:

A background check and official transcripts are required prior to hiring. Send cover letter addressing the above qualifications, a current resume, and the names, addresses, e-mail addresses, and telephone numbers of three recent references to: Elizabeth Greene, Library Human Resources, 1015 Volunteer Blvd., Knoxville, TN 37996-1000. Application materials may be sent via email attachment to ejgreene@utk.edu. Review of applications will begin April 15, 2013 and will continue until the position is filled. Qualified spring graduates are encouraged to apply.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act

Data Consultant Description

Description:

Over the past 2 1/2 years, the University Library's Scientific Data Consulting Group has focused on assessment of the data management landscape at UVA, developing and testing service workflows and processes, building team capacity, and developing a strategy for addressing long-term research data management challenges at UVA. We are now positioned to offer significant value to the research process through a more complete set of lifecycle services and to become long-term data management consulting partners with researchers. We are now looking for an experienced researcher/scientist to join our group in a part-time capacity, for a one year period, to help advance specific objectives.

In addition to participation in day-to-day consulting and training activities, this individual will contribute in the following ways:

- 40% - Add capacity for implementation services – Apply knowledge of the University, infrastructure, services, and belief in our approach, to add team capacity for consulting and training services, especially in consulting with researchers on implementation of our data management process improvement recommendations.
- 40% - Evaluation of value/impact – Within context of responsibility centered management (RCM), look at how SciDaC generates value for researchers and the institution from the funding allocated to the unit, and how this ecosystem can be measured and reported in a clear manner to various stakeholders (primary focus is on researchers).
- 10% - Analyze from a different perspective – Conduct ongoing testing of consulting and training processes with target user groups.
- 10% - Reach deeper- Help SciDaC to better frame services in language which resonates with researchers, and to market more actively to those audiences.

Required experience/skills:

- Knowledge of research data policy, sponsored research trends, research software, open access trends, data sharing, security, preservation, IT environments, and academic research processes generally.
- A demonstrated commitment to improvement of research data management practices in the academic environment.
- Deep knowledge of how research is conducted, the incentive and motivation models involved in academic research, and how to marry the ideal vision for management and preservation of research data with the realities of day-to-day processes and cultural beliefs.
- A PhD in an academic discipline, as well as demonstrated experience applying for, obtaining, and completing sponsored research grants.
- More than 10 years experience as an academic researcher.