Scholarly Repository Specialist Senior

Department: LITS: Scholarly Communications
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

The Emory Libraries seek an energetic, service-oriented and collaborative professional to serve as the Scholarly Repository Specialist, Sr. in the Robert W. Woodruff Library.

University Job Summary Statement

Performs complex bibliographic management operations (e.g. searching; checking the series and name authority files; and creating, reviewing or updating the cataloging record) using a specialized knowledge of online databases, microcomputer applications, complex reference tools, and/or foreign language skills.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

Library Position Summary

Reporting to the Director of the Scholarly Communications Office (SCO), and working with the Scholarly Communications team, the Scholarly Repository Specialist Senior is responsible for managing ingest of content and service aspects of Emory FIRST and OpenEmory, an open access repository of Emory faculty authored scholarly articles; Electronic Theses and Dissertations (ETDs), an open access repository of Emory graduate student theses and dissertations completed as a degree requirement; and Dataverse or other local research data repository. The SR Specialist Sr will work closely with members of the SCO to support, maintain and improve scholarly repository services, including assisting with regression testing for upgrades in software and user testing of new functionality, and participate in implementing new directions and innovations to support open access delivery of content.

Key Responsibilities & Duties

- Harvest, analyze rights, and ingest appropriate content from subject specific repositories, such as PubMed Central, SSRN, etc.
- Upload Emory faculty content through Emory FIRST, a faculty profiling system.
- Manage and perform faculty CV review service to find content appropriate for submission to OpenEmory through Emory FIRST.
- Interpret publisher copyright policies for deposit in repositories using tools such as Sherpa/ROMEO and/or publisher’s websites; contacting publisher directly to seek permissions.
- Maintain documentation of publisher policy research and permissions sought.
- Serve as first line support for problem-resolution for ETDs, escalating questions and tickets as appropriate.
• Monitor the functioning of the systems and responding to help tickets for ETDs.
• Receive and process student requests to update information, extend embargo periods, and find information about ETD records according to established guidelines, referring requests outside the guidelines to the Scholarly Repository Librarian.
• Review submitted data sets for completeness of metadata, accessibility of files and links between publications and data sets.
• Input record metadata using standardized metadata schemas.
• Assist with evaluating display and functionality of OpenEmory and ETDs, documenting issues and anomalies, and providing feedback to technical team.
• Assist with regression testing for upgrades in vendor software (including but not limited to Emory FIRST and Dataverse) and user testing of new repository functionality.
• Recommend improvements for repository functionality, data quality and reporting tools.
• Assist in developing and improving workflows to increase processing efficiency.
• Advises and helps set priorities for the strategy of the SCO.
• Assist with promotion of SCO special events, including Open Access Week and Love Your Data Week outreach and activities as well as other events as needed.

University Minimum Required Qualifications

Bachelor's degree in a related field and three years of related experience, OR equivalent combination of experience, education, and training. Requires one or more of the following: computer skills, special skills or a proficiency in a foreign language.

This is an equal employment opportunity, and Emory is an affirmative action employer. Emory does not discriminate in employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or veteran/Reserve/National Guard status.

Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

• Excellent interpersonal and business communication skills to promote and sustain effective interpersonal relationships with faculty, librarians, staff, and student employees.
• Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
• Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
• Demonstrated ability to do careful, detail-oriented work for extended periods of time.
• Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications.
• Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
• Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

Library Preferred Qualifications

• Knowledge of institutional repository software and/or systems.
• Knowledge of library metadata standards and experience with library systems in an academic setting;
Experience with customer service and/or ticketing systems.
Interest or experience in the promotion of the open access movement.

Applications/resumes must be submitted online through Emory Careers and looking for job posting #57736BR. Please include a letter of interest along with your resume. For more information, contact Nydia Charles-Huggins at (404) 727-6885, necharl@emory.edu.