Scholarly Repository Specialist Senior

Department: Scholarly Communications, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

The Scholarly Repository Specialist Senior is reporting to the Head of 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, a local research data repository. The SR Specialist Sr will work closely with members of the SCO team to support, maintain, and improve scholarly repository services, including assisting with regression testing for upgrades in software and user testing of new functionality. In addition, the Libraries are planning for a new repository infrastructure, called the Digital Library Program, and the SR Specialist Sr will participate in its implementation.

University Job Summary

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.

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 as appropriate.
• Respond to requests for help for ETDs and monitor the functioning of the system.
• Receive and process student requests to update information and find information about ETD records according to established guidelines, referring requests outside the guidelines to the Scholarly Repository Application Support Analyst or the Head of Scholarly Communications.
• 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 and activities of SCO special events, such as Open Access Week and Love Data Week, 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.

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**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.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- 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 help ticketing systems.
- Interest or experience in the promotion of the open access movement.

**Application Procedures**

Interested candidates should review the applications requirements and apply online at

https://staff-emory.icims.com/jobs/28935/scholarly-repository-specialist-senior/job

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

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