



Staff Position Posting

Scholarly Repository Specialist, Sr

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

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 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.

Job Description

- 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.

Minimum 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.

Preferred Qualifications

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://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=622095>

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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