

**UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM**

Check one: Faculty Exempt Non-Exempt Other

Date Prepared: January 19, 2012

Division: ITD

Prepared by: Jennie Levine Knies

Reports to: Jennie Levine Knies, 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** _____