UNIVERSITY OF MARYLAND LIBRARIES
GRADUATE ASSISTANT POSITION DESCRIPTION FORM

FOR LIBRARY HR USE ONLY –

Date Prepared: August 1, 2013 Division: TSD

Prepared by: Clara Ruttenberg and Rebecca Kemp
Department: Acquisitions

Reports to: Electronic Resources Librarian, under the overall supervision of the Head of Acquisitions

Position Title: Electronic Resources Graduate Assistant

NATURE OF WORK:
Assists the Continuing Resources Librarian and the Electronic Resources Librarian in managing the life cycle processes for electronic resources including licensing, tracking vendor, publisher, and registration information, troubleshooting e-resource access problems reported by patrons, collecting and calculating cost per use statistics, and working with vendors/publishers to ensure access to electronic resource orders.

DUTIES AND RESPONSIBILITIES:

- Assists the Electronic Resources Librarian in contacting vendors to ensure license compliance with state requirements and guidelines (35% of time).

- Assists the Continuing Resources Librarian and the Electronic Resources Librarian in the maintenance of e-resource management data, including digitizing and filing licenses and entering licensing data into electronic resource management systems (30% of time).

- Assists the Continuing Resources Librarian and the Electronic Resources Librarian with the collection and analysis of cost per use data for e-journal, e-book, and database resources on behalf of College Park (25% of time).

- Works with the Continuing Resources Team to ensure continued online access to electronic resources by all necessary means, including setting up access in knowledge bases for e-resources, maintaining e-resource publisher platform administrative data, troubleshooting e-access problems, contacting vendors and publishers where necessary in order to resolve the problem (10% of time).

- Performs other duties, as assigned (time varies).
PHYSICAL DEMANDS: Work is computer based

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS (Knowledge, skills, and abilities):

EDUCATION:

Required Graduate student in CLIS taking no more than nine credits per Fall and Spring terms or half-load in Summer.

Preferred N/A

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):

Required Evidence of the ability to work independently, excellent analytical skills and strong oral and written communication skills, excellent interpersonal skills, and at least a basic familiarity with MS Excel and MS Access.

Preferred Advanced knowledge of MS Excel, MS Access, and facility with database management and metadata creation. Familiarity with acquisitions or licensing processes for electronic resources or serials.

Employee’s Signature________________________  Date__________

Print Employee’s Name______________________________________

Supervisor’s Signature______________________  Date___________