Collection Management/DRUM Graduate Assistantship  
University of Maryland Libraries

Position: Graduate Assistant, 20 hours per week  
Department: Collection Management/DRUM  
Salary: Salary $18,659.00  
Benefits: Tuition Remission, Health, Dental, Vision and Prescription coverage

The graduate assistant will participate in and support a wide range of collection management activities. The main work will focus on gathering and managing data supporting collection development and collection assessment. Assist in gathering, managing, manipulating and reporting data drawn from in-house systems such as the local integrated library system and from a wide range of vendor supplied data. The graduate assistant also will participate in and support a wide range of activities surrounding DRUM, including the logistical management of the digital repository, implementing new features, assisting faculty in depositing documents in DRUM, and obtaining copyright permissions from publishers. Will work with the DRUM Coordinator, library staff, and campus liaisons to promote faculty use of DRUM and encourage UM departments, centers and institutes to deposit their collections in DRUM. In addition, the graduate assistant will support the organization of staff development activities designed for selectors and provide other assistance as needed.

Position Requirements:  
Must be a student at the University of Maryland, enrolled in a degree seeking graduate program. Evidence of the ability to work independently, excellent analytical skills and strong oral and written communication skills, excellent interpersonal skills, and at least basic familiarity with copyright issues, and at least a basic familiarity with MS Excel, MS Access and HTML is required.

Preferred: advanced knowledge of MS Excel, MS Access, HTML and facility with database management and metadata creation.

Responsibilities:

- The graduate assistant will work closely with the Manager of Collections in managing a variety of data relating to budgeting, expenditures, collection size, and collection use.
- Assist in the organization of staff development activities offered by Collection Management.
- Provide other support to the collection management program as needed.
- Work closely with the DRUM Coordinator to assist with the daily operations of the digital repository and communications within and outside the Libraries. Duties include responding to DRUM user inquiries on how to use the system, maintaining the DRUM ‘Help’ pages, researching copyright permissions for faculty research and depositing papers on their behalf, writing and editing promotional materials, and providing other support to the DRUM Coordinator and the DRUM Team as needed.

APPLICATIONS: Electronic applications required. Please apply online at https://ejobs.umd.edu. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter which includes the source of advertisement, resume, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until December 22, 2013.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. Minorities and women are encouraged to apply.