Position: Collection Development/DRUM Graduate Assistant
Department: Collection Development, CSS
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. The graduate assistant will 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. The graduate assistant will work with the Digital Scholarship Librarian, library staff, and campus liaisons to promote use of DRUM and encourage UMD 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.

The student will learn about current issues and developments in electronic publishing and have the opportunity to learn about standard collection management practices for dealing with print as well as emerging electronic content sources. Additionally, the student will have an opportunity to develop skills in data management and collection assessment. The graduate assistant will have a valuable opportunity to observe the impacts of current changes in collection building. The graduate assistant will learn about current issues and developments in scholarly communication, open access, preservation, copyright, and intellectual property, and how they relate to digital repositories and electronic publishing. The graduate assistant will have a valuable opportunity to learn about emerging trends in the development of digital repositories. In addition, the graduate assistant will gain experience working in a research level academic library with a cross-departmental team of library staff and departments. Finally, the graduate assistant will have an opportunity to develop skills in marketing, publicity, communications, and faculty outreach.

QUALIFICATIONS

Required 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, MS Excel, MS Access and HTML.

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

For the full position description please use the following URL: http://www.lib.umd.edu/hr/employment-opportunities/graduate-assistantship.

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, a resume, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until December 4, 2015.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.