UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty____  Exempt ____  Non-Exempt ____  Other____

FOR LIBRARY HR USE ONLY – Position Number

Date Prepared:

Prepared by: Maggie Saponaro
             and Terry Owen

Division: CSS

Department: Collection Development

Reports to: Maggie Saponaro, Interim Head of Collection Development
           and Terry Owen, Digital Scholarship Librarian

Position Title: Collection Development/DRUM Graduate Assistantship

NATURE OF WORK:
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.

DUTIES AND RESPONSIBILITIES (indicate % of time spent on job duties):
The graduate assistant will work closely with the Interim Head of Collection Development in managing a variety of data relating to budgeting, expenditures, collection size, and collection use. The graduate assistant will collect and report regularly on e-journal and e-book usage statistics. The graduate assistant will assist in the organization of staff development activities offered by Collection Management. The graduate assistant will provide other support to the collection management program as needed. The graduate assistant also will work closely with the Digital Scholarship Librarian 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 Digital Scholarship Librarian as needed.

Performs other duties, as assigned.

PHYSICAL DEMANDS:

Normal office duties.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS (Knowledge, skills, and abilities):

EDUCATION:

Required Must be a student at the University of Maryland, enrolled in a degree seeking graduate program.

Preferred

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 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.

Employee’s Signature________________________  Date__________

Print Employee’s Name______________________________________

Supervisor’s Signature______________________  Date___________