UNIVERSITY OF MARYLAND LIBRARIES
GRADUATE ASSISTANT POSITION DESCRIPTION FORM

FOR LIBRARY HR USE ONLY –

Date Prepared: April 2019
Division: Digital Systems and Stewardship

Prepared by: Kate Dohe
Department: Digital Programs and Initiatives

Reports to: Kate Dohe, Manager, DPI
Position Title: Graduate Assistant, Digital Programs and Initiatives

Position Type: Graduate Assistant (GA)

NATURE OF WORK:

The Digital Programs and Initiatives (DPI) GA assists DPI staff in all aspects of the departments’ work, including researching, testing, and troubleshooting systems; developing policies and workflows for the management of digital content; analyzing digital collections, and carrying out maintenance and testing to ensure the integrity and long-term preservation of digital assets. The DPI GA would take an active role in ongoing digital projects, such as the implementation of a new administrative interface for digital collections, testing and assessment of a new media repository system, and supporting the Terps Publish initiative. Other regular tasks include generating reports and documentation; performing quality assurance and other testing on systems managed by DPI; and working with staff across the UMD Libraries to prepare content for ingest into the Fedora-based Digital Collections repository. The GA works collaboratively across the UMD Libraries to gather information and requirements for digital projects, and works closely with other Digital Systems and Stewardship departments to plan and implement new applications and application features. The GA is an active member of the department, and as such may be involved in work supporting a range of departmental programs, including Research Data Services, digital preservation, data management, digital publishing, and new initiatives.

DUTIES AND RESPONSIBILITIES:

- Works with Manager, Digital Programs and Initiatives, to trial and test new applications
• Assists Digital Programs and Initiatives staff in research, experimentation, and testing to support UMD Libraries’ digital projects
• Helps to create, gather, and manage all Digital Programs and Initiatives policies, procedures, and workflow documentation
• Gathers input from collection area librarians regarding digital project needs, and actively works with colleagues within Digital Systems and Stewardship to translate needs into requirements
• Troubleshoots errors in digital collections and other departmental systems
• Performs other duties supporting Digital Programs and Initiatives, as assigned

PHYSICAL DEMANDS: Normal office duties

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS (Knowledge, skills, and abilities):

EDUCATION:

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

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

Required

• Excellent interpersonal skills
• Detail oriented
• Excellent written and verbal communication skills
• Experience with management, customization, or administration of web-based applications
• Demonstrated ability to learn new software applications

Preferred

• Experience working with special collections/primary source materials
• Experience with HTML and CSS
• Experience with XML
• Knowledge of at least one scripting language (such as Python)
• Experience with collaborative project management

Employee’s Signature_________________________________________ Date__________

Print Employee’s Name__________________________________________
Supervisor’s Signature______________________ Date____________

*Note: Asterisk indicates these are essential job functions.

Rev. 04/09/08