NATURE OF WORK:
The graduate assistant will participate in and support a wide range of activities surrounding DRUM (Digital Repository at the University of Maryland) https://drum.lib.umd.edu/, including the logistical management of the digital repository, implementing new features, assisting researchers 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 Data Services Librarian with a variety of activities supporting the research data lifecycle, including assisting researchers in depositing research data in DRUM, performing test plans for Research Electronic Data Capture (REDCap) (https://lib.umd.edu/data/redcap), and investigating new software in support of data services.

DUTIES AND RESPONSIBILITIES:

45% - The graduate assistant 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.

45% - The graduate assistant will work closely with the Data Services Librarian to assist with the daily operations of REDCap, including user account management and technical support. Duties include managing new REDCap user account creation workflows, improving and maintaining system documentation for REDcap, and performing test
plans after REDCap software upgrades. The graduate assistant will also assist with implementing digital repository workflows for research data in DRUM, writing, editing, and maintaining the data services web page, collecting and analyzing usage statistics, and providing other support to the Data Services Librarian as needed.

10% - Performs other duties, as assigned within the Digital Projects and Initiatives unit.

PHYSICAL DEMANDS:

Normal office duties. Extended computer use.

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.

 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.
 Basic familiarity with MS Excel and HTML.

 Preferred:
 Advanced knowledge of MS Excel, HTML, and web design.
 Facility with database management and metadata creation.
 Knowledge of issues and technical challenges related to the use and archiving of data.

Employee’s Signature________________________ Date__________

Print Employee’s Name________________________________________________

Supervisor’s Signature________________________ Date__________