Position: Electronic Resources Graduate Assistant
Department: Technical Services, McKeldin Library
Salary: Salary $18,659.00
Benefits: Tuition Remission, Health, Dental, Vision and Prescription coverage

Assists the Continuing Resources Librarian and the Electronic Resources Librarian in managing the life cycle processes for electronic resources including licensing, tracking vendor, publisher, and registration information, troubleshooting e-resource access problems reported by patrons, collecting and calculating cost per use statistics, and working with vendors/publishers to ensure access to electronic resource orders.

DUTIES AND RESPONSIBILITIES:
- Assists the Electronic Resources Librarian in contacting vendors to ensure license compliance with state requirements and guidelines (35% of time).
- Assists the Continuing Resources Librarian and the Electronic Resources Librarian in the maintenance of e-resource management data, including digitizing and filing licenses and entering licensing data into electronic resource management systems (30% of time).
- Assists the Continuing Resources Librarian and the Electronic Resources Librarian with the collection and analysis of cost per use data for e-journal, e-book, and database resources on behalf of College Park (25% of time).
- Works with the Continuing Resources Team to ensure continued online access to electronic resources by all necessary means, including setting up access in knowledge bases for e-resources, maintaining e-resource publisher platform administrative data, troubleshooting e-access problems, contacting vendors and publishers where necessary in order to resolve the problem (10% of time).
- Performs other duties, as assigned (time varies).

Requirements:
- Enrollment in a Master’s or Ph.D. program at University of Maryland iSchool. Evidence of the ability to work independently, excellent analytical skills and strong oral and written communication skills, excellent interpersonal skills, and at least a basic familiarity with MS Excel and MS Access.

Preferences:
- Advanced knowledge of MS Excel, MS Access, and facility with database management and metadata creation. Familiarity with acquisitions or licensing processes for electronic resources or serials.

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 August 23, 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, or political affiliation. Minorities and women are encouraged to apply.