UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty____ Exempt ___ Non-Exempt ____ Other_X____

Date Prepared: August 23, 2022
Division: RAS

Prepared by: Milan Budhathoki
Department: GIS and Spatial Data Center

Reports to: Milan Budhathoki, GIS Librarian

Position Title: Data Services Graduate Assistant

NATURE OF WORK: This position is based in the GIS and Spatial Data Center (https://www.lib.umd.edu/research/services/gis) in the McKeldin Library. The main goal of the center is to provide GIS/Data services to UMD faculty, students and staff who need geospatial technology including data resources for research, teaching, and learning. The center provides in-person and virtual computing lab for GIS and data users. Services are provided both in-person or virtually via zoom, email and chats. The Graduate Assistant will be involved in providing various data-related tasks to library’s patrons across the campus. Most of the time will be dedicated in providing user-centric data analysis/visualization support and designing instructional/training related data.

The GA will work 20 hours per week throughout the academic year.

DUTIES AND RESPONSIBILITIES

• Work closely with the GIS and Spatial Data Librarian to create instructional sessions in data analysis, visualization, survey techniques, enrich data resources guides etc
• Available for student and faculty appointments and interactions to provide one on one/group consultation and introductory workshops in tools and techniques pertaining to data cleaning, analysis, and visualization
• Able to perform background research and recommend new tools, techniques, and methods to data users
• Collaborate with the Libraries’ Subject Specialists and staff to develop discipline-specific instructional materials and data-driven use cases
• Assist the GIS and Spatial Data Librarian in performing advanced data analysis to support research projects
• Be a resource person to provide basic reference to open source data, and software in a variety of topics
• Perform other tasks such as attending team meetings, and presentations etc.

PHYSICAL DEMANDS

Dexterity, mobility and endurance are required in providing public services at multiple high-use service points. Extensive use of computer.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS (Knowledge, skills, and abilities)

Required:
• Intermediate to advance understanding of data discovery, analytical techniques and statistical methodologies.
• Familiarity with local and national data repositories, public data sets and data management plans.
• Experience with Python or R programming (Python preferred)
• Good understanding of database systems and SQL
• Broad understanding of research data and abilities to work with data in a variety of formats, types, and sizes
• Able to work and interact with a diverse users on campus
• Excellent interpersonal skills: ability to communicate clearly, and in writing with all persons potentially affected by the scope of the work.

Preferred:
• Knowledge about research data life cycle,
• Strong background in statistics and statistical packages
• Knowledge of text data mining, NLP, web scraping etc
• Knowledge of data visualization software like Tableau, Power BI etc
• Concept of big data and workflow automation
• Basic understanding of GIS and spatial data

EDUCATION
• Must be enrolled in graduate program at UMD with strong data science/statistics
• Preferably, second year PhD student in data science/statistical program

Please send your cover letter and resume to:

Milan Budhathoki (mb17@umd.edu)