**UNIVERSITY OF MARYLAND LIBRARIES**

**GRADUATE ASSISTANT POSITION DESCRIPTION FORM**

**FOR LIBRARY HR USE ONLY –**

**Date Prepared:** February 2025  **Division:** Digital Services and Technologies

**Prepared by:** Kate Dohe **Department:**  Digital Programs and Initiatives

**Reports to:** Kate Dohe, Director, 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 Libraries’ digital library operations, encompassing the digital platforms, unique digital content, programs, and projects that comprise the Libraries’ virtual presence. The Graduate Assistant is responsible for researching, testing, and troubleshooting platforms; contributing to procedures, documentation, and workflows for the management of digital content; and carrying out maintenance and testing activities to ensure DPI’s systems and digital content are functional and accessible. The DPI GA would take an active role in ongoing digital projects, such as developing and conducting training, documentation, and feature requests for digital platforms, support digital repository migration efforts, and assist with ingest and preservation of digital collections. Other regular tasks include generating reports and workflow documentation; performing quality assurance and other testing on systems managed by DPI; and working with staff across the UMD Libraries to enhance shared understanding and expertise with digital platforms, collections, and operations. The GA works collaboratively across the UMD Libraries to gather information and requirements for digital projects, and works closely with other Digital Services and Technologies departments to plan and implement new systems 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 web and discovery services and user experience research, digital preservation, digital repository management, and new initiatives.

**DUTIES AND RESPONSIBILITIES:**

* Works with the Director of Digital Programs and Initiatives to identify and test functional improvements to digital platforms supported by the department.
* Collaborates with DPI personnel to support user and community research activities necessary to initiatives supported by the department. Methods may include survey design and analysis, observational studies, analytics review, persona development, and interviews.
* Provides training and instruction to Libraries’ personnel across departments in the use of digital library platforms, including the Libraries’ digital repository applications.
* Reviews, triages, and participates in accessibility remediation activities related to the Libraries’ unique digital content, including digital collections or audiovisual content. Evaluates new tools and workflows, including the potential use of AI tools, to support and scale such work.
* Assists Digital Programs and Initiatives team members in research, experimentation, and testing to support UMD Libraries’ digital library systems.
* Helps to create, gather, and manage all Digital Programs and Initiatives policies, procedures, and workflow documentation.
* Gathers input from collection area librarians and curators regarding digital project needs, and actively works with colleagues within Digital Services and Technologies to translate needs into requirements.
* Troubleshoots errors in digital collections and other departmental systems.
* Update internal and external web and wiki pages pertaining to the department.
* 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 College of Information at the University of Maryland.

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

**Required**

* Excellent interpersonal skills
* Demonstrated ability to develop or deliver documentation, training materials, workshops, or other instructional materials
* Experience with management, customization, or administration of web-based applications or content management systems
* Knowledge of common user experience research methods and standards, including web content accessibility guidelines
* Demonstrated ability to learn new software applications

**Preferred**

* Experience working with special collections/primary source materials
* Experience with HTML or CSS
* Knowledge of prototyping and mockup applications such as Figma or Balsamiq
* Knowledge of at least one scripting or programming language (such as Python) or application programming interfaces (APIs)
* 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. 2025-02-16**