DIGITAL CURATION COORDINATOR

Degree and area of specialization

Bachelor's degree required; Master's degree in librarianship preferred.

Minimum number of years and type of relevant work experience

Required Knowledge and Experience

- Professional-level experience with production digital repository software and services.
- Demonstrated knowledge of issues and technical challenges relating to the management, curation, and archiving of research data.
- Experience providing user application support, preferably in an academic environment.
- Strong commitment to public service.
- Ability to work collaboratively with a diverse population of faculty, technologists, and academic colleagues.
- Excellent oral and written communication skills.
- Ability to work effectively both individually and as part of a team.

Desired Qualifications

- Experience working with metadata standards such as PREMIS, MODS, METS, or Dublin Core.
- Experience managing a digital repository platform such as DSpace or Fedora Commons.
- Experience managing a digital publication platform such as Open Journal Systems (OJS).
- Demonstrated experience supporting researchers in managing their data workflow.
- Ability to use various tools (such as XSLT) and scripting or programming languages for data manipulation and transformation.
- Project management experience.
- Familiarity with statutory or funding agency requirements for data management and access.
- Knowledge of copyright and licensing issues for both content producers and users.

- Ability to think proactively and creatively in developing and implementing library data services.
- Demonstrated effectiveness in promoting the use of library services through a variety of outreach efforts.

Principal Duties

70% -- Management, implementation, and outreach for data curation and digital repository services for faculty, staff, and students.

- Perform outreach and consult with faculty, staff, and community partners on information organization, access, and preservation needs related to research data in the humanities and sciences.
- Working closely with other liaison librarians, incorporate support for data management, citation, and preservation into library services.
- Participate in campus-wide initiatives to develop and design policies, services, and infrastructure to enable faculty and students to preserve and make available their research data and publications.
- Collaborate with staff within the Libraries' technology groups to design new, and improve existing, workflows that support the creation and management of digital resources.
- Collaborate with staff within the Libraries' technology groups to design and implement digital preservation services for UW-Madison digital content.
- Participate in initiatives related to the discovery of digital resources.

25% -- Technical and user support for Library digital repository and publishing services.

- Provide administration and user support for the institutional repository service.
- Provide administration and user support for the libraries' open-access publishing platform.
- Develop workflows and tools to facilitate faculty and staff use of publishing and repository platforms.
- Train and work with liaisons and other librarians to help them provide repository and publishing support for their faculty.

5% -- Professional development activities.

- Provide guidance for the Libraries on existing and emerging technologies, standards, and requirements, relating to digital repository, discovery, and preservation systems.
- Pursue education and training in new management and preservation technologies and standards.

Additional Information

Reporting to the Libraries' Digital Preservation Officer, the Digital Curation Coordinator will be the principal liaison and technical support for the UWDCC's Institutional Repository and digital publication services to University faculty, departments, and other librarians. The successful candidate will consult with the campus community about their data curation needs, and work with them to preserve the scholarly output of the University. This person will collaborate extensively with liaison librarians, library technologists, and Digital Collections staff, as well as with the University's research support community. In addition, the Digital Curation Coordinator will participate in the development of preservation policies, procedures, and workflows, researching and recommending best practices related to digital content management and preservation.

Additional Application Procedures

Please send resume, cover letter and contact information for three references.