Position Summary: Institutional Repository Librarian (Apply Here)

The Dean B. Ellis Library at Arkansas State University is seeking an outgoing, creative, and service-oriented individual to serve in the newly created position of Institutional Repository Librarian. Collaborating with a wide range of colleagues in the library and across a welcoming university campus representing more than 100 countries, the successful candidate will have primary responsibility for launching, maintaining, and enhancing Arkansas State University’s institutional repository using Digital Commons. The Institutional Repository Librarian will collect, organize, preserve, and provide access to the scholarly output of Arkansas State University faculty, staff, and students.

The successful candidate will have the flexibility to help define this position as part of the Library’s Research and Educational Support Department, and must possess a strong blend of public service and technical skills. They will serve as the primary spokesperson and champion of the Institutional Repository.

Duties & Responsibilities:

- Manages and develops workflows and best practices for collecting, ingesting, and preserving the research and creative works of students, faculty, and researchers.
- Acts as a liaison for the repository to faculty, researchers, and students throughout Arkansas State University; advocates for the retention of author rights; and serves as a resource for copyright questions.
- Promotes the institutional repository to the campus community and solicits content from university constituents and stakeholders.
- Creates and updates institutional repository policies, procedures, and other necessary documentation in consultation with colleagues within Dean B. Ellis Library and Arkansas State University.
- Ensures the institutional repository materials are discoverable via multiple online platforms.
- Provides the library and university faculty, researchers, and students with information, training, and assistance in depositing materials into the institutional repository.
- Works with the Metadata Librarian and head of Archives and Special Collections to develop appropriate workflows and schemas for ingesting and maintaining data and digital materials.
- Other duties as assigned.

Knowledge/Skills/Abilities:

Knowledge of and experience with accessibility best practices for digital documents.

Experience with mark-up languages including XHTML, XML.

Current knowledge of background, trends, and best practices in institutional repositories with the ability to articulate a strategic vision for institutional repositories in a rapidly evolving library landscape.

Excellent interpersonal and verbal and written communication skills.

Ability to work both independently and collaboratively with department staff, librarians, and various university personnel.

Project management skills including prioritizing workload, managing a variety of tasks, and completing projects in a timely manner.
**General Days/Hours:**
Monday - Friday
8:00 a.m. - 5:00 p.m.
Additional hours as requested and/or needed
Regular and reliable attendance

**Other:**
Please note: all position postings close at 12:00 A.M. CST on the position closing date
Participation in state and national library networks is encouraged
Membership and participation in local, state and national professional organizations is expected

**Preferred Qualifications:**
Knowledge and experience with publishing platforms, open source
Knowledge of and experience with the full life cycle of publishing, including copyright, author agreements, and publisher self-archiving policies
Knowledge of relevant metadata schemas, i.e. Dublin Core, EAD

**Minimum Qualifications:**
ALA accredited Master's Degree in Library and Information Science or equivalent advanced degree
Experience with library digital repositories

**Proposed Salary Range:**
Commensurate with experience.