

Digital Curation Unit: Graduate Services Assistant

Number of positions available: 1

About the Program

The UNT Libraries offer full-time graduate students professional experience through their Graduate Services Assistantships and Research Assistantships (<https://www.library.unt.edu/jobs/gla-gra>). These positions provide tuition benefit program hours and are benefits eligible during the fall/spring semester, but summer positions are paid hourly with limited benefits eligibility. For grant-funded assistantships, benefits vary according to the grant. See full details here. (<https://www.library.unt.edu/jobs/gla-gra>)

Department Overview

Part of the UNT Libraries' Digital Libraries Division, the [Digital Curation Unit](#) actively manages digital resources throughout their lifecycle. We are passionate about [open access](#) and [digital preservation](#). Our core activities include:

- Building and maintaining the institutional repository [UNT Scholarly Works](#)
- Providing access to [UNT Theses and Dissertations](#) (ETDs)
- Showcasing a suite of related collections highlighting the scholarly and creative work of the UNT community

Position Description

As a digital curation graduate services assistant (GSA), you will assist in processing and describing scholarly output from UNT faculty, staff, and students. These resources will be loaded into the UNT Scholarly Works repository or other related collections in the [UNT Digital Library](#).

If you have a passion for organization, easily recognize inconsistencies and errors, and enjoy repetitive tasks, this job may be a good match for you.

You will be supervised by the Associate Dean for Digital Libraries.

Position Responsibilities

- Monitor repository email for content submissions
- Process and prepare digital files for ingest into the UNT Libraries' digital repository infrastructure
- Create metadata (describe content and physical attributes of digital library objects)
- Proofread, compare, and correct metadata records to ensure that they are consistent and conform to our [metadata guidelines](#)
- Add names to our Name App (internal authority files)

Hours and Location

Hours: 20 hours per week. Schedule to be arranged.

Most work will take place in Willis Library.

Duration

Spring 2020. Summer hourly employment will be available through August 31.

Minimum Qualifications

- Demonstrated comfort with technology
- Interest in digital libraries and scholarly communication
- Excellent writing skills—including the ability to analyze content, compose concise descriptions, and proofread
- Thorough understanding of English grammar and spelling
- Facility with visual details
- Ability to accomplish repetitive tasks and produce high-quality output
- Ability to pay close attention to detail
-
- Basic familiarity with Windows operating systems

Preferred Qualifications

- Experience or coursework in metadata, cataloging, or information organization
- Major in information science

Contact for More Information

Mark Phillips

Associate Dean for Digital Libraries

mark.phillips@unt.edu

Application Process for Graduate Assistantships

To participate in the Libraries' graduate assistant program, you must be a full-time graduate student. We welcome a variety of majors into the program, but some jobs may require specific subject specialties. See individual position descriptions for additional required qualifications or training. You may apply for as many positions as you wish.

Requirements

First, apply to the Libraries' graduate assistant program by providing the following documents. Submit these documents only once. We will keep them on file.

- Your resume
- Unofficial Transcript
- A list of three professional references, which includes contact name, phone number, and email address
- Cover letter

Applications and all supporting documents should be submitted to

Lib_Grad@unt.edu.

If you wish to claim veteran's preference, you should also submit a Veterans Self-Identification form along with applicable documentation such as your DD214. For veteran's forms please go to the "Veterans Self-Identification Reports (<http://www.untsystem.edu/forms/human-resources/veteransself-identification-reports>)" page.