Institutional Repository Assistant

Jennifer Gerrald
Georgia Southern University, jgerrald@georgiasouthern.edu

Follow this and additional works at: https://digitalcommons.georgiasouthern.edu/lib-jobs

Recommended Citation
https://digitalcommons.georgiasouthern.edu/lib-jobs/4

This job description is brought to you for free and open access by the Administrative Documents and Official Records at Digital Commons@Georgia Southern. It has been accepted for inclusion in Library Job Descriptions by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.
Name: Megan Wrye

Position Number: 10011655

Classification Title: Staff Assistant

Library Title: Institutional Repository Assistant

Library Department: Collection and Resource Services

Direct Supervisor: Institutional Repository Manager

Description: The Institutional Repository Assistant provides assistance with repository-related projects and tasks as assigned, including data entry and metadata management; copyright research; managing one or more student assistants in support of assigned projects; and providing customer service support for assigned projects and in the absence of the Institutional Repository Manager.

Duties:

- Assists with repository-related projects and tasks as assigned.
- Collects, uploads, and performs data entry for repository-related content.
- Checks for metadata errors and missing repository content.
- Researches copyright and permissions for repository content.
- Manages student assistants in support of assigned projects.
- Provides dedicated customer service support for assigned projects.
- Provides general customer service support in the absence of the Institutional Repository Manager.
- Performs all other duties as assigned.

Revised: 10/10/19