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Library Job Descriptions

Administrative Documents and Official Records

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Institutional Repository Manager

Georgia Southern University, Zach S. Henderson Library

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Name: Jennifer Gerrald

Position Number: 10015086

Classification Title: Information Analyst I

Library Title: Institutional Repository Manager

Library Department: Collection and Resource Services

Direct Supervisor: Discovery Services Librarian

Description: The Institutional Repository Manager is responsible for managing Georgia Southern University's institutional repository (IR) and related technologies. This position performs all work routines related to maintaining the IR, including Digital Commons@Georgia Southern, SelectedWorks Author Profiles, and 3rd-party IR integrations such as PlumX Metrics. Responsibilities include but are not limited to: supervising one or more staff and student assistants; creating and maintaining new IR collections and workflows; maintaining and quality-checking IR submissions and metadata; performing advanced copyright research and data entry; serving as first point of contact for all IR-related requests and technical support; and identifying and soliciting new content.

Duties:

- Supervises and trains all IR staff and student assistants.
- Manages all IR platform technologies, including Digital Commons@Georgia Southern and SelectedWorks.
- Manages all 3rd-party IR integrations, including PlumX.
- Serves as first point of contact for all IR-related vendors, including bepress and Plum Analytics.
- Creates new and maintains existing IR collections, including but not limited to conferences, journals, campus policies and publications, and research information and datasets.
- Creates and maintains IR-related documentation and workflows.
- Maintains and does quality checks for IR-related metadata standards.
- Conducts quality checks on IR submissions.
- Performs advanced copyright research and data entry.
- Performs batch loading and batch correction IR submissions and metadata.
- Answers general inquiries, fulfill requests, and serves as first point of contact for technical support related to the IR.
- Provides direct and written instruction to IR contributors and users.
- Identifies and solicits new content for the IR.
- Performs all other duties as assigned.

Revised: 10/10/19