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### Institutional Repository Assistant

Georgia Southern University, Zach S. Henderson Library

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**Name:** Alison Darby

**Position Number:** 10011652

**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**