Institutional Repository Assistant

Georgia Southern University, Zach S. Henderson Library

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

Recommended Citation
https://digitalcommons.georgiasouthern.edu/lib-jobs/36

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: 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