POSITION VACANCY ANNOUNCEMENT

POSITION: Data Management Librarian

RANK: Assistant University Librarian or Associate University Librarian

REPORTS TO: Associate Dean, George A. Smathers Libraries and Fackler Director, Health Science Center Libraries

SALARY: Actual salary will reflect selected professional’s experience and credentials
Minimum Salary at the Assistant University Librarian rank is $46,789
Minimum Salary at the Associate University Librarian rank is $56,641

REQUISITION #: 0908022

DEADLINE DATE: May 11, 2015 - applications will be reviewed as received

Please note that this posting has specific instructions for the submission of application materials - see our website at: http://web.uflib.ufl.edu/pers/careers.htm or the APPLICATION PROCESS section below for further details. Failure to submit the required documents may result in the application not being considered.

JOB SUMMARY
The George A. Smathers Libraries seeks a Data Management Librarian to serve the University of Florida (UF), a major, comprehensive, land-grant, research university, which is among the nation’s most academically diverse public universities. The successful candidate will, as part of a dynamic and collaborative team, pioneer the development of a data management services program through new initiatives in data curation and will forge new collaborations and relationships that extend the Libraries’ capacity to support the University’s interdisciplinary research and technology initiatives – building upon a foundation of library-campus collaboration to date and work of the library-led Data Management and Curation Task Force.

The Data Management Librarian will serve as the primary liaison for and provide consulting support to identify, store, describe (curate), retrieve, and re-use data, particularly data not available in public or government repositories. The Data Management Librarian will be part of a team to build a full system (with training, outreach, liaison duties, policies, procedures, technologies, tools, workflows, etc.) of data curation to support faculty in fulfilling federal mandates and enhancing curation and accessibility of their research product and the even further integrated role of the Smathers Libraries with all research and teaching on campus.
Reporting to the Associate Dean, George A. Smathers Libraries and Fackler Director, Health Science Center Libraries, the Data Management Librarian will strengthen the University’s capacity to secure highly competitive grant funding; contribute to the development of long-term data management infrastructure; and guide faculty in the discovery of relevant existing data sets and other information. The librarian will perform data management planning with PIs and researchers, serve as a consultant with researchers on research data issues, and train researchers on the use of digital research and publishing tools, including IR@UF, UF Digital Collections, and related digital repository services.

The successful candidate will perform outreach and facilitate communication between the Libraries and research groups at UF. The Data Management Librarian is responsible for building strong relationships with administrators, faculty, students, and staff on campus, within the Libraries, and beyond the university. The Data Management Librarian will be expected to engage individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in work activities.

The Data Management Librarian will pursue professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for tenure and promotion; serve as a Principal Investigator (PI), co-PI or grant team member on externally funded projects; and engage in research and professional activity at the national and international level.

RESPONSIBILITIES

- Contributes to university-wide initiatives to develop and design policies, services, and infrastructure to enable faculty and students to preserve and make available, and thus maximize the utility of, their research data.
- Coordinate ongoing training and support for library liaisons, subject specialists, and other staff on data management fundamentals and services to further incorporate data management, citation, and preservation into library services.
- Provide training for UF students, faculty, and staff in data management best practices and standards, and available UF services.
- Chair the Data Management and Curation Task Force to facilitate campus-wide data activities and initiatives.
- Serve as primary library consultant to UF faculty, researchers and project teams on the development of data management plans for grant applications and general data stewardship, including serving as a collaborative team member for data curation throughout the research process.
- Partner with UF units to implement data management and publishing services and workshops.
- Work with library departments and technical experts to develop infrastructures and services that enhance access to data.
- Formally assesses, through surveys, interviews, and focus groups, campus-wide data management needs and current support resources and activities.
- Update templates and services for the DMPTool (Data Management Plan Tool) and other related resources.
- Maintain an awareness of emerging trends and best practices in e-science, digital humanities, data curation, and e-scholarship in all disciplines.
- Maintain awareness of current tools and methodologies for computationally centered, data-driven research (data mining, visualization, text mining, etc.).
- Maintain awareness of subject or disciplinary repositories of potential interest to the UF community.
- Participates in appropriate professional organizations on the state, regional and national levels and pursues professional development goals, including publication, in order to meet requirements for tenure.
QUALIFICATIONS

Required:
- Advanced degree in a relevant field or ALA-accredited MLS
- Appointment at the Assistant level requires a minimum of 3 years directly applicable professional experience. Appointment at the Associate level requires a minimum of 8 years directly applicable professional experience.
- Professional experience with issues and technical challenges related to the life cycle of research data and digital curation
- Demonstrated experience employing data curation and digital curation practices and technological applications to enhance library management and access
- Experience with digital preservation standards and best practices and knowledge of repository platforms
- Ability as part of a dynamic and collaborative team to pioneer the development and implementation of a vision for a comprehensive data management program to support the university’s interdisciplinary dynamic research initiatives
- Ability to think creatively in developing, assessing, and promoting the use of library services, technologies, and collections through a variety of outreach efforts
- Knowledge of funding agency requirements for data management plans
- Excellent interpersonal skills; excellent oral and written communication skills and ability to work effectively with individuals at all levels
- Ability to initiate and manage collaborative projects and develop policies
- Capacity to work creatively in a complex, rapidly changing academic environment and to respond with agility to changing needs and priorities
- Strong potential for meeting the requirements of tenure and promotion (outlined at http://cms.uflib.ufl.edu/cdh/toc)

Preferred:
- Ph.D. or additional Master’s degree is highly preferred
- Successful track record in project development and management
- Grant experience
- Instruction or teaching experience
- Experience with web technologies
- Experience with metadata issues related to the discovery of academic resources
- Successful track record of collaboration regarding scholarly issues and/or technologies
- Record of engaging individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service and other work

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

UF launched the UF Rising initiative in 2014 to bring UF to national preeminence with strategic hires and investments across the university. UF Rising's largest single investment is in the new UF Informatics...
Institute, with other strategic investments in bioinformatics and other areas that leverage UF’s excellence for its diversity, complexity, and comprehensiveness. For more on UF Rising, see: [http://rising.ufl.edu/](http://rising.ufl.edu/).

**GEORGE A. SMATHERS LIBRARIES**
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries; six are in the system known as the George A. Smathers Libraries at the University of Florida. The libraries hold over 5,800,000 print volumes, 8,100,000 microfilms, 630,000 e-books, 121,016 full-text electronic journals, 889 electronic databases, 1,300,000 documents and 766,000 maps and images. The libraries have built a number of nationally significant research collections, including the Latin American & Caribbean, Judaica, Florida History, Children’s Literature, and Maps and Imagery Collections. The Smathers Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Association of Southeastern Research Libraries (ASERL), and LYRASIS. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at [http://www.uflib.ufl.edu/orgchart.pdf](http://www.uflib.ufl.edu/orgchart.pdf).


**RESEARCH COMPUTING AND THE OFFICE OF RESEARCH**
UF created Research Computing in 2011, with the vision to enable radical collaboration across campus. UF was the first university to fully connect to the Internet2 Innovation Platform’s three components. Research Computing is home to HiPerGator, the state’s most powerful supercomputer. For more on Research Computing, see: [http://www.rc.ufl.edu/](http://www.rc.ufl.edu/). In 2013, the Office of Research supported the over 5,000 funding awards for a total of over $640 million in sponsored research funding. For more, see: [http://research.ufl.edu/](http://research.ufl.edu/).

**COMMUNITY**
Gainesville, Florida and the surrounding community are home to approximately 240,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2007, Gainesville was ranked as the “Best Place to Live and Work” by Frommer’s Cities Ranked and Rated and as one of the “Best Places to Live and Play” by National Geographic Adventure. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the [Gainesville Awards and Recognition](http://www.ufl.edu/hr/benefits/) link. A recent article in Florida Trend Magazine offers an in depth Community Portrait of Gainesville and the University of Florida. Gainesville was featured in the Top 100 Best Places to Love 2014 on Livability, America’s Best Places to Live & Visit. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two hour drive.

**BENEFITS**
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at [http://hr.ufl.edu/benefits/](http://hr.ufl.edu/benefits/).
APPLICATION PROCESS
The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) a written statement regarding “your vision for an academic research library as partner in campus-wide data management as it contributes to a preeminent institution” (no more than 500 words); 3) your current resume or CV; and 4) a list of three references including their contact information (address, telephone number, and email). Apply by May 11, 2015 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at http://jobs.ufl.edu/postings/63929. Incomplete applications will not be considered. If you have any questions or concerns about this process please contact Bonnie Smith, Smathers Libraries Human Resources Office, at bonniesmith@ufl.edu.

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at http://www.naces.org/.