



## Collections Strategist for Repository Services *(Librarian II or III)*

### Job Summary

The Repository Services Strategist works under the direction of the Head, Scholarly Communications and Collections Strategy, and closely and collaboratively with a wide range of library departments (including but not limited to Digital Library Services (DLS); Department of Distinctive Collections (DDC); Data and Specialized Services (DSS); and Library Instruction and Research Services (LIRS)), to develop and plan services and lead outreach related to digital repositories-based collections in order to: meet the needs of MIT researchers; leverage repository services to enable and support a robust, sustainable, equitable, and open scholarly communications ecosystem; and to advance computational modes of access to the Libraries' repository-based collections.

### Primary responsibilities:

#### *Repository services strategy (70%)*

- Serving as the link between content specialists/creators and technical staff, takes a lead role in the creation, design, maintenance, promotion, and stewardship of repository-based collections services in support of building, disseminating, and storing digital collections, in support of MIT's mission.
- Acting as lead for repository-related outreach to the MIT community.
- Collaborating with Distinctive Collections and particularly the Collections Strategist for Institute Publications to build repository-related collections and to optimize the access, discovery, usability, and preservation of the Libraries' repository-based digital collections.
- Providing strategy for the full scope and depth of repository-based services to the MIT community, including developing and managing policies and practices for repository-based digital content, and identifying trends and developing effective solutions, collaborations, and partnerships that advance the current and future needs of MIT's scholars through repository-based services.
- Coordinating the establishment and refinement of policies related to repository services.
- Formulating strategies, policies, procedures and best practices for managing workflows related to repository services; guiding strategy changes based on the results of analysis and assessment.
- Initiating, building, and maintaining strong working relationships with departments, labs, and centers across campus in order to identify current and emerging scholarly projects for which repository services may be appropriate.

- Facilitating the exploration of new methodologies and repository-based tools and services for sharing of research results from all stages of the research lifecycle, and working with Digital Library Services and others to evaluate and provide tools and services that support machine learning/computational access to repository-based collections.
- Developing and supporting digital collections hosted in the Libraries' digital repository systems, consulting with and collaborating as appropriate with other staff who may be working with library-based repositories and on data storage and management such as Data and Specialized Services.
- Working directly with MIT faculty, staff, and students to advocate for and support new repository services initiatives, particularly by consulting on user needs and aligning services with MIT and MIT Libraries' strategic priorities.

#### *Repository services support (20%)*

- Collaborating with Digital Library Services on planning for and managing optimization of repository user experience.
- Collaborating with metadata experts regarding best practices for describing repository-based content and making metadata accessible to search engines and discovery systems to enhance the discoverability of repository-based collections; may involve assigning metadata or other direct operational metadata tasks.
- Guiding, developing and supporting user-facing services and staff workflows, and interfacing with users, staff, and service vendors as needed, to implement and improve existing and future repository infrastructure, ensuring that the needs of users, content providers, faculty, staff, and researchers are met.

#### *Analysis (5%)*

- Using data and analysis to understand, document, and improve repository-based services and collection development.

#### *General (5%)*

- Participate in committees and projects within the MIT Libraries.
- Manage projects.

#### Required Qualifications

- Master's level degree in either library/information science, or equivalent/relevant discipline. Closely related and significant professional experience may be considered as a substitute for master's requirement. Three years academic library or other related experience required.

- Experience with library repository systems and technologies for local hosting of collections.
- Experience with copyright, licensing, and other rights management issues.
- Excellent organizational, project management, interpersonal and communication skills.
- Experience with and knowledge of digitization and digital preservation standards and best practices, descriptive and structural metadata standards, and repository systems.
- Experience with digital archives and project management; particularly related to the Dspace repository platform.
- Knowledge of digital collection building practices and philosophy in relation to intellectual property, ethics, data privacy, content management, preservation, and access.
- Excellent interpersonal skills, including ability to collaborate effectively within and across organizational boundaries, to work successfully with a diverse population, and to exercise appropriate diplomacy and tact in working with a wide variety of people.
- Strong communication skills including ability to write and document clearly and demonstrated ability to gather, analyze, and share findings effectively.
- Demonstrated ability to be flexible, tolerate ambiguity, adapt to change and successfully work in a fast-paced, dynamic environment.
- Strong organizational and analytical skills with proven success in independently prioritizing work and managing competing deadlines, and managing projects.
- Academic experience, especially in working with faculty. Must possess the ability to convey technical concepts in understandable ways to non-technical staff, faculty, and students.

### Preferred Qualifications

- Familiarity with scholars' needs and use of digital content and services. .
- Experience in digital collections development and project leadership.
- Understanding of digital curation principles, standards, and best practices.

Familiarity with open-source technologies

### **SALARY AND BENEFITS:**

**\$63,232 minimum salary.** Actual salary will depend on qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are

considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings.

### **APPLICATION PROCESS:**

Apply online at: <http://careers.mit.edu/>; applications must include cover letter and resume. Priority will be given to applications received by **September 14<sup>th</sup>, 2019**; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply.