

Institutional Repository Specialist  
University at Buffalo, The State University of New York

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Posted Aug. 23, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Institutional Repository Specialist
<b>Department</b>	Technology
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library Information Technology
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/52359">https://www.ubjobs.buffalo.edu/postings/52359</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [University at Buffalo Libraries](#) seek an Institutional Repository Specialist to help address issues of 21st-century librarianship, scholarship, and research in the areas of rights awareness, federal funder compliance with sharing policies, and storage of the institution's scholarly output. Under the guidance of the Institutional Repository Librarian, this position will support services that promote the deposit of research output and scholarship produced by UB researchers and students and serve as a library resource on copyright as it pertains to repository services.

Primary duties will include:

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- Evaluating potential deposits to determine if they meet the collection scope of the UB Institutional Repository (UBIR) and adding content to the UBIR.
- Completing SUNY document accessibility training and remediating documents for UBIR submission.
- Meeting with UBIR contributors to determine project scope and batch workflows for federally funded projects that prohibit self-submission due to project size.
- Migrating legacy collections of scholarly content into the new unit/department organization of the UBIR and working with the Institutional Repository Librarian to re-home those collections that do not meet the UBIR collection scope.
- Consulting with academic departments interested in using the UBIR for larger, departmental archiving projects.
- Assisting faculty, staff, and students with queries about sharing scholarly work in the repository and explaining process and policy to comply with U.S. copyright law, publisher sharing policies, and the university's Electronic and Information Technology Accessibility Policy.
- Maintaining existing research guides and creating new guides supporting the UBIR and scholarly communication initiatives related to repositories.
- Assisting the Institutional Repository Librarian with system administration duties, including platform upgrades, to facilitate IR system succession.

The University Libraries is a welcoming multicultural environment that serves an increasingly diverse constituency of patrons. Our employees, services, collections, and policies honor and reflect this diversity and we invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization.

### **Outstanding Benefits Package**

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Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Master's degree in library and information science from an ALA-accredited institution. A combination of education and experience may be considered in lieu of the education requirement.
- Knowledge of best practices for working with digital collections, institutional repositories, archives, or content management system (CMS) platforms and environments.
- Basic understanding of digital repositories and metadata standards.
- Capability to manage digital content and metadata with accuracy and attention to detail.
- Ability to enter and manipulate textual data in spreadsheet software such as Microsoft Excel, Google Sheets, or LibreCalc.
- Strong written and verbal communication skills.
- Demonstrated commitment to enhancing diversity, equity, and inclusion in organizations.

### **Preferred Qualifications**

- Proficiency in using repository platforms such as DSpace, Fedora, or similar systems, and metadata standards like Dublin Core or MARC.
- Advanced understanding of accessibility, copyright issues, licensing, and rights management, particularly as they pertain to academic and research outputs.

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- Demonstrated experience in project management, including the ability to plan, implement, and manage multiple projects simultaneously.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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