**POSITION DESCRIPTION**

Department: Library – Academic Services  
Classification Title: Library Services Specialist IV  
Working Title: Research, Scholarship, and Publishing Specialist  
FLSA Status: ☒ Non-Exempt  ☐ Exempt  
Incumbent:

**Position Summary**

The Research, Scholarship, and Publishing Specialist is part of the Robert E. Kennedy Library’s Research and Scholarly Services unit that provides client service, technical expertise, training, and support for tools and practices that are used by faculty and researchers engaged in research, scholarship, and publishing. Under the general supervision of the Research and Scholarly Services Coordinator, this position provides support to enhance the use and access of technology and information, with particular focus on the institutional repository, digital publishing, and research impact support services. The incumbent oversees a variety of services and projects ranging from advising and assisting faculty and students in dissemination of their scholarly work, to the development of innovative publishing initiatives.

Key responsibilities include: serves as the primary point of contact for the library’s institutional repository and research and scholarly publishing services; supports research and impact support services; initiates, develops, revises, implements, and promotes a comprehensive training program in cooperation with the Research and Scholarly Services Coordinator; ensures a best practice approach to preservation of Cal Poly’s research and scholarship; has primary oversight for the technical maintenance of a database with approximately 25,000 current entries in the institutional repository system. The incumbent assists the Research and Scholarly Services Coordinator in assessing current research, scholarship, and publishing policies, processes and workflows, and implementing efficiencies through best practices, innovation, and technology.

**Duties and Responsibilities**

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

**Essential Job Functions**

**Research, Scholarship, and Publishing Program**

**Planning and Service Development Support**

1. Act as primary service contact for Research and Scholarly Services unit, with focus on cultivating partnerships with key constituents.
2. Support development and implementation of institutional repository, digital publishing, and research and scholarly impact support service opportunities in alignment with the library’s strategic plan and program goals.
3. Oversee daily operations and workflow development for institutional repository, digital publishing, and research and impact support services.
4. Hire and supervise student(s) and provide lead work direction to other employees as needed.
User Support, Training, and Outreach Support

5. Assess the University’s digital scholarship and publishing training and outreach needs, and develop and implement a strategy to meet these needs.

6. Using current and demonstrably effective training and development approaches, provide training in digital scholarship tools and methods. Designs, coordinates, and presents training programs related to; analyzing and evaluating requirements; submitting training program proposals; writing policies and procedures; creating training manuals and online training content; and developing outreach collateral.

7. Work closely with vendors to ensure customized, tailored, and relevant training programs and courses.

8. Create, document, and maintain procedures and workflows to increase Cal Poly student, staff, and faculty research visibility and discoverability.

Technology Resources and System Support

9. Evaluate user needs and service gaps; test new tools, platforms, and software with deployment potential at Cal Poly; stay current on tools, trends, and methods to enhance services; assist and support end user technical needs. Identify and leverage resources to research and trouble-shoot technical issues.

10. Advise on metadata creation and on standard conventions related to publishing and repository services. Utilize best practices in creating and maintaining publishing and repository services. Test and document processes.

11. Oversee and test software upgrades in non-production and production environments of the institutional repository and related programs.

12. Coordinate and support projects to deploy new tools and services.

13. Manage the services, processes, and technical needs for the ingestion of scholarly outputs into the institutional repository.

14. Use a variety of systems (ex. Digital Commons, Clarivate Analytics, ORCID iD, PeopleSoft) to compile data, analyze statistics, and identify trends.

Related Job Functions

As Needed 10%

1. Perform other job-related duties and special projects as assigned.

2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.

3. Participate in outreach and promotional events as required.

Required Education, Experience, and Credentials

Education and Experience:

- High school education or equivalent certification plus two to three years of related library and/or clerical experience or an equivalent combination of experience and education.

Licenses, Certificates, Credentials:

- None.

Required Skills, Knowledge, and Abilities

1. Knowledge of or demonstrated ability to quickly learn current and emerging research, digital scholarship, data curation, data management, and metadata principles, practices, tools and technologies.

2. Knowledge of or demonstrated ability to quickly learn current and emerging practices in scholarly publishing, copyright and/or intellectual property.

3. Demonstrated expertise in creating and maintaining metadata schema.
4. Comprehensive knowledge of programs, resources, systems and trends pertaining to research and scholarly services including expertise in searching strategies.

5. Knowledge of basic copyright, fair use, and accessibility regulations and the ability to source, apply, explain, and escalate issues to ensure compliance with legal requirements.

6. Thorough knowledge of or demonstrated ability to quickly learn about the library collection itself, its organization, and classification schemes.

7. Ability to independently and efficiently perform detailed work with a high degree of accuracy in a high-volume, deadline-driven environment.

8. Strong organizational and time management skills; ability to set own priorities and coordinate multiple assignments with fluctuating and time-sensitive deadlines.

9. Comprehensive knowledge of or demonstrated ability to quickly learn all aspects of lead work direction and campus human resource and payroll policies and procedures.

10. Demonstrated ability to research, develop and evaluate policies and programs, including collection, evaluation and interpretation of data and information from a wide variety of sources to develop sound conclusions and make appropriate recommendations.

11. Ability to participate in long range planning through the collection, organization, analysis, and interpretation of data and information.

12. Ability to create and deliver print and online training content.

13. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive, and inclusive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population.

14. Demonstrated customer service experience requiring a high level of diplomacy and professionalism.

15. Exceptional verbal and written communication skills, including the ability to communicate information effectively with colleagues with different areas and levels of technical expertise, both individuals and groups.

16. Thorough knowledge of English grammar, spelling and punctuation.

17. Excellent computer skills and demonstrated ability to use a variety of standard computer applications including word-processing, spreadsheet, database, presentation, calendaring, email, and Internet software and programs to perform technical work or assist patrons.

**Preferred Education, Experience, and Skills**

- Graduate course work or degree.
- Prior experience conducting academic, corporate, and/or government research.
- Prior experience working in an academic library.
- Experience with institutional repositories or information management systems.
- Experience with research data management.
- Familiarity with implementation and evaluation of hardware or software systems.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

**Special Conditions**

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be able to work in an environment typical of academic libraries, including exposure to dust from books and materials, variable indoor temperatures and ventilation, regular contact with the public, interruptions in a fast-paced environment, and moderate levels of noise.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.