



Position Type:	UBC Vancouver Work Learn Program
UBC Department Name:	Library - Digital Programs & Services – cIRcle
Job Title:	WL W24 cIRcle Digital Repository Research Assistant
ID:	978581
Position Classification:	Researcher Professional (\$26.02/hr)
Hours Per Week:	10
Work Period:	September 1, 2024-April 30, 2025
Work Learn Supervisor:	Amber Saundry (amber.saundry@ubc.ca)

This position will be posted on [CareersOnline](#) from July 29-August 19, 2024. **Please apply via CareersOnline;** do not send your application via e-mail. Interviews will be conducted on an ongoing basis when the posting opens, so **early applications are encouraged.**

This position is a combination of remote and on-site work. All or the majority of hours of work should occur between 8:00am-6:00pm PST, in order to overlap with cIRcle Office operations. To maintain appropriate work safety coverage and information privacy, the successful candidate is required to work within Canada.

Department Overview

The Digital Programs & Services Unit is a key part of the Library's effort to adapt to the evolving needs of faculty and students and to support teaching, research and learning at UBC. Our goal is to create sustainable, world-class programs and processes to make the collections and research at UBC available to the world.

[cIRcle](#) is an open access digital repository for published and unpublished material created by the UBC community and its partners. A key contributor to the University's Research Excellence strategic direction, cIRcle's main goals are to showcase the intellectual output of UBC and its partners by making the research carried out at UBC freely accessible; to support teaching, learning, and research activities on campus; and to preserve materials in cIRcle for future generations.

Job Description

The Digital Repository Research Assistant will work on various service development and enhancement projects. They will reference established unit policies and procedures, and contribute to further development or creation of these as necessary/appropriate. Depending on priorities and the student's areas of interest, duties of medium to medium-high complexity may include:

- Researching emerging trends, recommendations, and best practices in digital repositories (including but not limited to: content management; metadata; accessibility; Indigenous materials; etc.);
- Creating new digital records in cIRcle's open source repository software (DSpace), using single submission or batch import workflows;
- Standardizing, enhancing, and managing quality control on existing digital records, in support of discovery & use across multiple spaces (including Open Collections, UBC Library's multi-repository discovery platform);
- Participating in content recruitment outreach campaigns by identifying, applying, and communicating self-archiving permissions to faculty authors;
- Employing online task management software to track progress and communicate with project partners;



- Assisting with assessment and development of accessible web pages & guides;
- Promoting cIRcle services via blog posts and related communications channels;
- Creating and enhancing procedural, training, and support documentation for use by internal & external partners;
- Assisting with testing and implementation of DSpace software developments and upgrades;
- Other duties as assigned.

The Digital Repository Research Assistant is given extensive training and ongoing feedback and support, and receives general supervision from the Digital Repository Librarians and Digital Repository Specialist as necessary for assigned work.

Qualifications

This position would be suitable for a graduate level student, preferably enrolled in UBC's iSchool (Library, Archival, and Information Studies). The student will have (the):

- Intermediate knowledge of, and experience with, computers, word processing, and spreadsheet software (MS Office preferred);
- Knowledge of, or experience with, open access digital repositories (DSpace an asset) or digital asset management, and scholarly communications;
- Ability to independently research topics around digital repositories;
- Excellent oral and written communication and organizational skills;
- High degree of accuracy and attention to detail with strong analytical skills;
- Ability to follow and carry out verbal and written instructions;
- Ability to exercise judgment and make decisions under general guidance;
- Ability to prioritize work and to meet deadlines;
- Ability to work effectively both independently and within a team environment;
- Ability to recognize, respect and work effectively with individuals and groups with diverse perspectives and backgrounds;
- Familiarity with MediaWiki and WordPress is an asset
- Public service experience is an asset
- Project management skills are an asset

To be a great fit for this position, the student will be innately curious with a strong desire to learn, highly motivated, have a willingness to continually improve, and the ability to work effectively both independently and as part of a team environment.

Student Learning Outcomes:

Contribution to University Community:

The Digital Repository Research Assistant supports the unit's goals of making UBC's intellectual output freely available by creating, managing, enhancing, and assessing digital research collections and repository services in ciRcle. This is a unique opportunity for a future information professional to develop invaluable, practical work experience in a diverse range of digital curation and outreach activities with ciRcle.

ciRcle strives to create a safe, supportive, and inclusive workplace. UBC Library is implementing equity, diversity and inclusion (EDI) processes, practices, and policies into our recruitment and retention work and culture, including but not limited to practices to reduce implicit bias and provision of education on systemic barriers for people from equity seeking groups. ciRcle also strives to support the changing needs of the diverse communities we serve, and are continually reviewing and seeking feedback from our users to adapt work practices in response. The ciRcle Digital Repository Research Assistant is a key contributor in supporting this work.

Student Learning Components

Supervision & Training

Initial orientation and training is normally conducted over 1-2 weeks (with extensive training documentation and learning resources for reference) and beyond this period, ongoing feedback and support. Training topics include but are not limited to: introduction to unit staff and select project partners; administrative procedures; repository workflows including licensing and copyright/permissions; record deposit, modification, and quality control workflows in DSpace; metadata guidelines; use, creation, and enhancement of unit policies and procedures; editing in MediaWiki; and health and safety standards in a library environment. For on-site work, the student is also given a tour of the ciRcle Office and Koerner Library.

The Digital Repository Research Assistant will receive ongoing feedback and support during all phases of their work. They report directly to the Digital Repository Librarian, who will provide regular verbal and written feedback on job performance and attend meetings with the student to discuss new and ongoing projects. Depending on assigned projects, the student may also work under the supervision of either Digital Repository Librarian or the Digital Repository Specialist as project managers, who work with the student to discuss and refine project goals, priorities, and tasks regularly.

After project assignment, resources and materials on shared drives can be shared with various partners across units to facilitate collaboration, communication, and feedback. The student will be regularly encouraged to think critically when carrying out their duties and ask questions as they gain project knowledge and skills. They are expected to engage in continuous quality improvement of the duties they are assigned and are invited to share recommendations in how these may be improved. This includes opportunities to reflect on their work, the overall goals of the unit, and the specific projects in which they are involved.

Connections & Professional Development

The Digital Repository Research Assistant works closely with the Digital Repository Librarians, Metadata Liaison Librarian, and Digital Repository Specialist in a collaborative environment. They receive direction and mentorship from the Librarians and Specialist in a collaborative work environment with ongoing training and support as needed.

In supporting cIRcle as a campus-wide service provided by UBC Library, this position offers the student a diverse range of development opportunities. Working to create and enhance digital content that will be widely accessed for research and learning purposes, the student will make valuable connections with partners across various library and academic units and community stakeholders. The range and variety of projects undertaken in the cIRcle Office offers the student with access to a network of diverse professionals for collaborative service enhancement and problem-solving activities, as well as career mentorship opportunities.

This position provides a diverse range of personal and professional learning and development opportunities, while allowing the opportunity to create and enhance digital objects that are widely accessed for research, teaching, and learning. To contribute to and enhance the student's development, the student receives project and task briefs that contextualize their role in terms of the broader goals and scope of unit and library initiatives. The student is encouraged to ask questions and suggest ways in which their learning experience can be enhanced. The student works independently within broad guidelines as part of the cIRcle Office team and has the opportunity to contribute their own ideas and recommendations to projects. They will have the chance to develop their independent project management skills, learn to prioritize and manage multiple tasks, develop competencies with a variety of digital tools, and work within an environment of established project deliverables and expectations. Ongoing communication between the student, Librarians, and Specialist will ensure the student understands how their work supports unit goals, and that they gain transferable, long-term knowledge and skills.

Career Exploration

At the end of the job term, the student will have had the opportunity to develop the following workplace skills and competencies:

- Hands-on experience with a variety of digital content management platforms and tools (DSpace, MediaWiki, etc.);
- Knowledge of open access and digital repository practices, workflows, trends, and challenges;
- Knowledge of and experience with metadata creation, standards, and guidelines;
- Knowledge in the area of scholarly publishing, permissions, and license agreements;
- Understanding of best practices in management of digital assets for future use and long-term preservation;
- Understanding of contextual applications of content management systems for diverse information needs;
- Practical experience in service development and emerging best practices for digital repositories and assessment tools;
- Ability to work within an environment of established project deliverables and expectations;
- Communication and marketing skills;
- Independent project management skills;
- Critical, analytical and decision making skills.

The student will gain insight into digital initiatives strategies and practices in libraries, which is invaluable and marketable experience for employment as a future information professional.

This role enhances and support the student's academic growth by connecting practice to theory, providing an experience grounded in considerations of content, usability, sustainability, etc. This in turn allows for the development of practical workplace skills and competencies the student may bring forward to future roles and environments.