

# Digital Libraries Department: Digital Curation Graduate Services Assistant

Number of positions available: 1

## About the Program

The UNT Libraries offer full-time graduate students professional experience through their Graduate Services Assistantships and Research Assistantships (<https://www.library.unt.edu/jobs/gla-gra>). These positions provide tuition benefit program hours and are benefits eligible during the fall/spring semester, but summer positions are paid hourly with limited benefits eligibility. For grant-funded assistantships, benefits vary according to the grant. See full details here. (<https://www.library.unt.edu/jobs/gla-gra>)

## Department Overview

The Digital Curation Unit actively manages digital resources throughout their lifecycle. We are passionate about open access and digital preservation.

Our core activities include:

- Building and maintaining the institutional repository UNT Scholarly Works
- Providing access to UNT Theses and Dissertations (ETDs)
- Showcasing a suite of related collections highlighting the scholarly and creative work of the UNT community

To enhance discovery and ensure long-term access to digital resources, we:

- Promote metadata consistency
- Ensure compliance with national and international digital library standards
- Participate in professional societies and collaborate with other institutions
- Generate tools, procedures, and documents necessary for effective digital lifecycle management.

## Position Description

In this position, you will assist in processing and describing scholarly output from UNT faculty, staff, and students. This includes published and unpublished documents, presentations, and conference materials to list just a small portion of the types of items you'll experience. These resources will be loaded into the UNT Scholarly Works repository or other related collections in the UNT Digital Library.

## Position Responsibilities

- Monitor repository email for content submissions
- Track submissions to ensure all workflows are correctly completed
- Process and prepare digital files for ingest into the digital repository infrastructure
- Create metadata (describe content and physical attributes of digital library objects)
- Proofread, compare, and correct metadata records to ensure that they are consistent and conform to our [metadata guidelines](#)
- Add names to our Name app (internal authority files)
- Following and developing stable workflows and consistent practices for different item types (presentations, articles, videos, etc.)
- Other duties as assigned

## Hours and Location

This position is part-time at 20 hours per week. Students can set their own schedule but are expected to work sometime during Monday-Friday 8 am – 6 pm. The Digital Curation Unit is located in Willis Library.

## Duration

Fall 2021-Spring 2022. Dependent upon funding, summer employment may also be available.

## Minimum Qualifications

You must be a full-time graduate student. You should also possess these qualifications:

- Demonstrate comfort with technology
- Interest in digital libraries and metadata
- Excellent writing skills—including the ability to analyze content, compose concise descriptions, and proofread
- Thorough understanding of English grammar and spelling
- Ability to perform repetitive tasks and produce high quality output
- Ability to work systematically and methodically through workflows
- Ability to follow written and oral instructions
- Strong organizational skills
- Familiarity with Windows operating systems

## Preferred Qualifications

- Experience or coursework in metadata, cataloging, or information organization
- Major in Information Science

## Contact for More Information

Whitney Johnson-Freeman

[Whitney.Freeman@unt.edu](mailto:Whitney.Freeman@unt.edu)

940-891-6703

## Application Process for Graduate Assistantships

To participate in the Libraries' graduate assistant program, you must be a full-time graduate student. We welcome a variety of majors into the program, but some jobs may require specific subject specialties. See individual position descriptions for additional required qualifications or training. You may apply for as many positions as you wish.

### Requirements

First, apply to the Libraries' graduate assistant program by providing the following documents.

- **Your resume**
- **Unofficial Transcript**
- **A list of three professional references, which includes contact name, phone number, and email address**
- **Cover letter**

Applications and all supporting documents should be submitted to [Lib\\_Grad@unt.edu](mailto:Lib_Grad@unt.edu).

If you wish to claim veteran's preference, you should also submit a Veterans Self-Identification form along with applicable documentation such as your DD214. For veteran's forms please go to the Veterans Self-Identification Reports page. (<http://www.untsystem.edu/forms/human-resources/veteransself-identification-reports>)