

## JOB INFORMATION

Effective Date	3/16/2022
Job Code:	2504
Job Title:	Scholarly Communications Manager
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Library
Job Family:	Library
Job Summary	This position develops and promotes the Neumann Library’s scholarly communications services including copyright, open access, scholarly metrics, and services through the Texas Digital Library: institutional repository, data repository, and Vireo; actively communicates issues pertaining to scholarly communications and open access to the university community; collaborates with faculty and library staff to foster awareness of new technologies directly related to digital scholarship including data visualization, mapping, statistical analysis, text/data mining and encoding, and other computational research methods.

## COMPETENCIES

### Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

## QUALIFICATIONS

### Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Library Science from an ALA-accredited institution.	Required	

### Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum of three years of professional experience in an academic library.	Required	
Progressive	Experience in digital scholarship	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Proficient knowledge of scholarly communications issues in higher education.	Proficient
• Awareness of Texas Digital Library's resources and tools available.	Skilled
• Working knowledge of investigative technologies such as data visualization, mapping, statistical analysis, etc.	Basic
• Excellent skills in use of presentation software and bibliographic citation software.	Proficient
• Excellent teaching/instructional skills in classroom and online settings and on an individual basis.	Proficient
• Proficiency with Vireo software, including administration and troubleshooting.	Proficient
• Ability to communicate clearly, orally and in writing, and to interpret and explain bibliographic data.	Proficient
• Excellent organizational and interpersonal skills; ability to work effectively in a collegial environment and with the public, handling patrons' suggestions and complaints.	Skilled
• Ability to utilize social media and new technologies in a library setting.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Coordinates movement toward the university-wide implementation of electronic theses and dissertations, including format checks for dissertations and administering and troubleshooting Vireo.	20%
• Fosters campus awareness and provides support for new technologies to investigate research questions, including data visualization, mapping, statistical analysis, text/data mining and encoding and other computational research methods.	10%
• Develops and expands engagement initiatives, instruction, and consulting support to enhance student and faculty ability to discover, access and analyze needed scholarly resources, including finding and using secondary datasets.	10%
• Actively communicates issues pertaining scholarly communication and open access with the UHCL community. Attends training and events designed to promote understanding of trends and best practices in scholarly communications.	10%
• Partners with faculty, students, and library staff on all phases of digital scholarship projects including design, proposal, development, maintenance, and preservation.	10%
• Selects electronic and print resources in assigned subject areas that support the university's teaching and research mission. Takes responsibility for existing collections in assigned subject areas.	10%
• Participates in library instructional services. Participates in the development and assessment of library instructional activities and programs. Maintains awareness of emerging trends in information literacy, library instruction, and instructional technology.	10%
• Provides in-depth information and research assistance at the Research Consultation Desk and by telephone, email, instant message, and other communication technologies on a daily basis, and on weekends as assigned.	10%
• Communicates with faculty (in assigned subject areas) to increase their awareness of library resources and services, to better inform library collection development, and to improve library instructional services to their students and the program area.	5%
• Other duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## Travel Requirements

Estimated Amount	Brief Description
0%	