

Research Commons Program Manager and GIS Specialist

Job Description:

The Ohio State University Libraries seek a dynamic, innovative, and service-oriented individual for the position of Research Commons Manager and GIS Specialist within the Research Services department. The Research Services Department provides research support to The Ohio State University community on topics and activities relevant to all aspects of the research lifecycle. Reporting to the Head of Research Services, the successful candidate will be instrumental in the planning, development and management of services for the Research Commons space. The successful candidate will also provide primary support for GIS software and services within the Research Commons.

Key Responsibilities:

Provision of information services (40%)

- Serves as the coordinator of first line respondents who will answer or refer research commons questions. Provides complex decision making regarding referrals to appropriate subject or functional librarian, as needed.
- Creates and delivers instructional sessions for the University Libraries and University faculty, staff and students.
- Has oversight responsibility for the content of the Research Commons web site.
- Keeps up to date with local and national research services support issues and GIS trends.
- Design and deliver consulting services to faculty and students using GIS/spatial data across the University.
- Collaborate with other units already providing GIS consulting, such as the Center for Mapping and the Center for Urban and Regional Analysis.
- Provides referrals on partner services or topics to faculty, staff and students.
- Serves on the Research Commons service point, as needed.

Coordination of Research Commons Partners (30%)

- Serves as the primary point of contact and liaison for Research Commons Partners. Duties include coordinating workshops offered through the Research Commons and communicating with Research Commons partners.
- Promotes events in the Research Commons space through communication with partners and other library units.

Supervision of staff/students (30%)

- Supervises other staff in the Research Commons.
- Hiring, training, supervision, and evaluation of student workers for Research Commons.
- Coordinates with other service points in the building as well as the Program Coordinator in Research Services to offer continuity of service.

Required Qualifications:

- Master's degree or an equivalent combination of education and experience is required.

- Experience working with GIS projects/software, particularly ArcGIS.
- Strong customer service orientation and interpersonal skills, with demonstrated ability to work creatively both independently and collaboratively with diverse groups.
- Excellent organizational, analytical, and problem-solving skills with proven success in independently prioritizing work, analyzing information, and managing competing deadlines.
- Excellent written and oral communications skills.
- Aptitude for learning new technology/software.

Desired Qualifications:

- Demonstrated experience in the development and facilitation of training and instructional programs.
- Demonstrated success in coordinating a service point in a library or similar setting.
- Experience in the organization of volunteers or supervision of staff.
- Familiarity with one or more standard statistical software package such as SAS, SPSS, or STATA and with UNIX.
- Experience working with Data Management or Digital Humanities projects/software.
- Teaching experience.
- Experience with open-source GIS.
- GIS Certification.

For additional details regarding the position and to apply, please visit the following link by 3/16/2014:

<https://www.jobsatosu.com/postings/52973>

EOE/M/F/D/V