FACULTY BIBLIOGRAPHY RESEARCH ASSISTANT

What Faculty Bibliography Research Assistants Do:
- Curate a list of faculty scholarship, activities, and media engagement for the Law School’s Collected Works newsletter, which is distributed every two weeks
- Monitor database alerts and communication from faculty to identify new activities and media appearances
- Enter new faculty publications in the Faculty Bibliography database and update faculty pages on the Publications of the Law School Faculty website (using Microsoft SharePoint) as needed
- May populate Microsoft Excel spreadsheets that will be used to batch load new publications to the Law School Scholarship Repository (a bepress Digital Commons institutional repository)
- May assist with ongoing enhancements to the Faculty Bibliography database and the Publications of the Law School Faculty website to improve consistency, discoverability, and usability

What Faculty Bibliography Research Assistants Get:
- Training from the supervising librarian
- A broad understanding of the scope of scholarly communication, ranging from scholarly articles and monographs to online commentary pieces and media interviews
- Experience creating and maintaining standardized bibliographic metadata
- Applied knowledge of scholarly publishing workflows and the role of libraries in disseminating scholarly output

Required Qualifications:
- Currently enrolled University of Michigan School of Information graduate student
- The ability to work 10-12 hours a week between 8 a.m. and 5 p.m. Monday-Friday for at least the first month, after which point a partial shift of schedule may be possible
- Reliability, attention to detail, and ability to follow detailed instructions
- Willingness to work both independently and collaboratively with project manager
- Experience working with Microsoft Word, Microsoft Excel, Google Docs, and Adobe Acrobat

Desired Qualifications:
- Experience working with citation management software, Microsoft Access, and/or Microsoft SharePoint

How to Apply:
1) Read the information and complete the application form at the following url: http://www.law.umich.edu/library/about/Pages/Law-Library-Jobs.aspx.
2) Send resume and availability form to: lawlibraryjobs@umich.edu.

Pay Rate: $12.00/hour

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