FACULTY BIBLIOGRAPHY RESEARCH ASSISTANT

Job description:
• Perform research to identify publications written by University of Michigan Law School Faculty.
• Confirm citations and gather sources to enable accurate citation following the rules of the Chicago Manual of Style.
• Update citation database of faculty publications, update Publications of the Law School Faculty website and the Law School faculty biography pages with new publications.
• Maintain integrity of underlying database, files and instructions to ensure consistent format, entry and citation practices.
• Compile bibliographic information and additional metadata to generate batch loads of content for the Law School Scholarship Repository (a bepress Digital Commons repository).

Qualifications:
Applicant MUST be a U of M School of Information graduate student. Breadth of familiarity with the literature of various disciplines, and the effective use of their research tools is desirable. Experience working with Microsoft Word, Excel, and Adobe Acrobat.

Other desired qualifications:
Reliability and accuracy; ability to follow detailed instructions and to work collaboratively with project manager, as well as independently; ability to work with detailed bibliographic information; ability to learn and use the Chicago Manual of Style; ability to learn, use and maintain a citation database; experience with or ability to learn Microsoft SharePoint and simple HTML.

The Faculty Bibliography Research Assistant works under the direct supervision of the Head of Scholarly Publishing & Intellectual Access. The supervising librarian will provide training.

Summer Hours: Able to work up to 20 hrs a week.

Fall / Winter Hours: Able to work up to 10-12 hrs a week.

Ability to work Monday – Friday, 8am – 5pm required during training, possible flexibility allowed later.

Pay rate: $12.00/hour