Atlanta University Center
Robert W. Woodruff Library
Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

JOB TITLE: Graduate Student Assistant (1 year, part-time – 15 hours per week)

The Atlanta University Center Robert W. Woodruff Library is seeking a highly motivated, detail-oriented graduate student in Library Science or Archival Science to assist in the creation of a linked open data directory of Georgia's natural, cultural, and historic organizations for disaster response. This appointment is part time for 12 months and funded by a library grant. The graduate student assistant reports to the Digital Services Department Head, and will work with staff from cultural heritage organizations across Georgia.

Duties and Responsibilities:

- Perform web, email, and phone research to identify, verify, and update directory information
- Document sources of information with references
- Use Excel and CSV to create and update spreadsheets
- Use Git to provide version control as datasets are updated
- Use OpenRefine to reconcile data against global vocabularies and ontologies
- Use WikiData to publish data
- Collaborate with Digital Initiatives Librarian and Web Developer in the creation of a public user interface and automated email tool.

Skills:

- Ability to work effectively with supervision and as a part of a team, as well as independently
- Ability to conduct professional business telephone and email communication
- Working knowledge of word processing, spreadsheet, and database software applications preferred
- Ability to understand and follow oral and written directions
- Ability to communicate clearly and concisely, both orally and in writing
- Demonstrated time management skills with the ability to meet deadlines

Position Qualifications and Requirements:

- Enrolled in a graduate degree program in Library Science or Archival Science
- Demonstrated ability to follow technical procedures and workflows required
- Experience working in technology, archives, and/or libraries desirable
- Maintain work area in a neat and orderly condition
- Attention to detail required
- Sound judgment to identify and report problems to supervisors and contribute to resolving them