



**Position title:** Dryad Assistant Curator

**Work hours:** Part-time, 20 hours per week

**Start date:** October 2014

**Position Summary:**

Dryad (<http://datadryad.org>) is a curated general-purpose repository that makes the data underlying scientific publications discoverable, freely reusable, and citable. The Dryad team works with stakeholders from journals and scientific societies to develop data sharing policies and ensure the long-term sustainability of the repository. The Dryad project is seeking a detail-oriented person with good communication skills.

This position performs a variety of curatorial and metadata-specific tasks. Duties include creating and updating metadata representing data deposits; file integrity review; making links between new data deposits and published articles; and assisting with occasional research, documentation, and administrative activities.

**Required qualifications:**

- Available to work during regular business hours (shifts to be determined)
- Familiarity with common word processing and spreadsheet software
- Experience with scholarly literature databases (searching, using, etc.)
- Exposure to metadata standards (XML, Dublin Core, etc.)
- Comfort with data entry
- Interest in exploring new data formats and software tools
- Attention to detail
- Reliability
- Strong written and oral communication skills

**Desired qualifications:**

- Familiarity with citation styles and formats, DOIs and other identifiers, indexing services and databases, and citation management software
- Interest in or knowledge of life sciences
- Interest in or knowledge of issues in scholarly communications and publishing

**Education:**

Coursework in one of the following fields is appropriate: Information and Library Science, Biology, Informatics, or Computer Science. All interested applicants are encouraged to apply.

***Candidate Instructions***

Review of applications will begin immediately and will continue until the position is filled. Applicants must submit a letter of application, CV/Resume, and contact information for at least two references to [director@datadryad.org](mailto:director@datadryad.org).