**Documentation Specialist, arXiv (Cornell Tech)**

Remote type

Hybrid Remote

locations

New York City (Cornell Tech)

time type

Full time

posted on

Posted 10 Days Ago

job requisition id

WDR-00037602

*Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.*

**Cornell's Culture of Inclusion and Community Standards**

As a university founded to be a place where “…any person can find instruction in any study,” diversity and inclusion are at the core of our values and mission. We strive to be a welcoming, caring, healthy, and equitable community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each other to cultivate a culture of inclusion for all.

As an individual contributor you will model and support a culture of diversity, equity, inclusion, and wellbeing and continually seek to understand how your role, behaviors, and actions impact the success of this culture.

While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell.  These skills are essential for individual and organizational success.

**About arXiv**

Started in August 1991 and located at Cornell University since 2001, [arXiv.org](http://arxiv.org/) is an open access research sharing platform for scholarly articles. The e-print repository has transformed the scholarly communication and knowledge dissemination of multiple fields of physics, mathematics, computer science, quantitative biology, quantitative finance, and statistics, electrical engineering, systems science, and economics as new subject domains. arXiv is a global resource, with 70% of institutional use coming from countries other than the USA.

arXiv resides in Cornell Tech with staff and faculty collaborations spanning the Ithaca and New York City campuses. Synergies between arXiv and Cornell Tech include cutting-edge research on the technical challenges of scientific communication and collaboration, such as how to build better recommender systems using advanced machine learning, the societal aspects of computing and data science, human-centered design, platform content moderation, and social networks.

Today, [arXiv.org](http://arxiv.org/) is in the midst of rapid technological and organizational change to ensure its longevity in and support for the scientific community. We are embarking on a three-year project, arXiv Cloud Edition (or arXiv CE), through which we will migrate all aspects of the arXiv system to the cloud and modernize our code base. The goals of arXiv-CE are to improve stability and capacity, ease expansion into new subject categories, allow easier integration with other services, and otherwise prepare arXiv to be able to support the future needs of the communities we serve. We are currently assembling the team that will work on successfully completing this ambitious project. The Documentation Specialist will play an integral role in coordinating this effort.

**Position Summary**

While position responsibilities vary, every member of our community is expected to foster a culture of belonging and a psychologically healthy work environment by communicating across differences; being cooperative, collaborative, open, and welcoming; showing respect, compassion, and empathy; engaging and supporting others regardless of background or perspective; speaking up when others are being excluded or treated inappropriately; and supporting work/life integration of oneself and others.

Initially reporting to the arXiv Technical Director, the Documentation Specialist's primary task will be to document all aspects of arXiv, both internally and externally. The internal documentation needs to be highly technical and thorough in order to provide our developers with the information they need to successfully develop our software. The external documentation needs to serve our scientific user community with everything from basic use of arXiv to using our public APIs for complex projects.

Responsibilities include, but are not limited to:

* Organize and consolidate all existing arXiv documentation, both internal and external, and ensure that it is accurate and up to date
* Document all aspects of our systems and processes that are currently undocumented. We anticipate that this will be more than is currently documented
* Curate and contribute to a public site describing arXiv’s internal operations and help manage feedback from the arXiv community

*This is a full-time, benefits-eligible position for a three-year term with the possibility of renewal. It is expected that the individual in this role will have a primary work location at the ​Cornell Tech campus on Roosevelt Island in New York City with a hybrid remote schedule of 2 (two) core days on campus per week.*

*Visa sponsorship is not available for this position.*

**Required Qualifications**

* Bachelor’s degree and at least three (3) years of experience writing and curating technical documentation
* The ability to describe complex things in a simple manner
* Comfortable learning new technologies
* Excellent organizational skills
* Experience in and/or demonstrated commitment to supporting diversity, equity, access, inclusion, and wellbeing
* Passionate about working in an organization that values and promotes diversity, equity, inclusion, anti-racism, and well being

**Preferred Qualifications**

* A passion for science
* Some knowledge of the legal landscape around licensing and copyright
* Authored and/or submitted a paper to arXiv
* Experience with one of more CMS (Content Management Systems)

**Rewards and Benefits**

Cornell offers competitive compensation, generous time-off, and great benefits

**University Job Title:** IT Technical Writer III

**Job Family:** Information Technology

**Level:** F

**Pay Rate Type:** Salary

**Pay Range:** $68,137.00 - $79,187.00

**Remote Option Availability:** Hybrid Remote

**Company**: Endowed

**Contact** **Name**: Karelin Alburquerque

**Job Titles and Pay Ranges**:

**Non-Union Positions**

Noted pay ranges reflect the potential pay opportunity for each job profile. The hiring rate of pay for the successful candidate will be determined considering the following **criteria**:

* Prior relevant work or industry experience
* Education level to the extent education is relevant to the position
* Unique applicable skills
* Academic Discipline (faculty pay ranges reflects 9-month annual salary)

To learn more about Cornell’s non-union staff job titles and pay ranges,

**Union Positions**

The hiring rate of pay for the successful candidate will be determined in accordance with the rates in the respective collective bargaining agreement. To learn more about Cornell’s union wages,.

**Current Employees:**

If you currently work at Cornell University, please exit this website and log in to [Workday](https://www.myworkday.com/cornell/d/home.htmld) using your Net ID and password. Select the Career icon on your Home dashboard to view jobs at Cornell.

**Online Submission Guidelines**:

Most positions at Cornell will require you to apply online and submit both a resume/CV and cover letter.  You can upload documents either by “dragging and dropping” them into the dropbox or by using the “upload” icon on the application page. For more detailed instructions on how to apply to a job at Cornell, visit [How We Hire](https://hr.cornell.edu/jobs/how-we-hire) on the HR website.

**Employment Assistance**:

For general questions about the position or the application process, please contact the Recruiter listed in the job posting or email [mycareer@cornell.edu](mailto:mycareer@cornell.edu).

If you require an accommodation for a disability in order to complete an employment application or to participate in the recruiting process, you are encouraged to contact Cornell University's Office of Institutional Equity and Title IX at voice (607) 255-2242, or email at [equity@cornell.edu](mailto:equity@cornell.edu).

Applicants that do not have internet access are encouraged to visit your local library, or local Department of Labor. You may also visit the office of Workforce Recruitment and Retention Monday - Friday between the hours of 8:30 a.m. – 4:30 p.m. to use a dedicated workstation to complete an online application.

Notice to Applicants:

Please read the required Notice to Applicants statement by [clicking here](https://hr.cornell.edu/important-notice-applicants). This notice contains important information about applying for a position at Cornell as well as some of your rights and responsibilities as an applicant.

**EEO Statement:**

Diversity and Inclusion are a part of Cornell University’s heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans and Individuals with Disabilities. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations. Cornell University is an innovative Ivy League university and a great place to work. Our inclusive community of scholars, students, and staff impart an uncommon sense of larger purpose, and contribute creative ideas to further the university's mission of teaching, discovery, and engagement.