

CA in Data Services Position Description

Title: College Assistant in Data Services (2 positions available)

Office: Graduate Services Division, Newman Library, Baruch College CUNY

Hours: 14 per week

Compensation: \$18.00 per hour

Position duration: Sept 2015 to May / June 2016

Application deadline: May 25, 2015, with interviews to occur in early June

Position Description and Duties:

The College Assistant (CA) in Data Services reports to the Geospatial Data Librarian (GDL) and works in the GIS Lab in the Library and Technology Building at Baruch College. The lab is a space where students, faculty, and staff can meet with the GDL to discuss projects and get assistance, and can work independently on GIS or data-related projects with help nearby. The lab also serves as the work area for the GDL's team. For details about our mission and services, visit <http://guides.newman.baruch.cuny.edu/gis/lab>.

The CA in Data Services has three primary sets of responsibilities:

1. Under the direction of the GDL, obtains and processes geospatial data and creates metadata and documentation that will be used in building a data repository.
2. Assists the GDL with introductory GIS workshops that are part of the GIS Practicum program (offered two or three times each semester on Fridays); serves as a teaching assistant for each workshop, helping participants in the classroom with exercises. Assists the GDL with administrative and clerical aspects of running the program.
3. May assist the GDL with helping patrons in the GIS lab, and may provide assistance with administrative aspects of the Graduate Services Division's programs as the need arises.

Qualification Requirements:

The successful candidate will be a self-directed, well-organized, and detail-oriented person who is comfortable working with technology and data, and who demonstrates a willingness to take the initiative to solve problems and learn skills that are required for specific projects. The candidate must meet the following requirements:

- Currently enrolled as a CUNY graduate student, preferably in the social sciences, public policy, library science, or computer science
- Able to commit to working for the entire 2015-16 academic year from Sept to May (with an option to extend until June)
- Available to work during normal weekday office hours (between 8am and 6pm). Successful candidate will be able to choose hours that fit with their course schedule, but will be required to work 2 or 3 Fridays each term when the GIS Practicum is offered
- Possesses high degree of computer literacy that includes file management, word processing, spreadsheets, and web research
- Has some experience working with datasets of interest to the social sciences or public policy
- Possesses good written and oral communication skills

The candidate must also have experience in at least one of the following two broad areas:

1. GIS Experience (geospatial skills)
 - a. Experience with geographic information systems (GIS) such as ArcGIS, QGIS, or other open source tools
 - b. Specific experience with downloading geospatial data, organizing data, geoprocessing, projections and coordinate systems, working with attributes
 - c. Familiarity with spatial databases, scripting (in Python), and spatial metadata (ISO / FGDC) a plus
2. Metadata experience (library and information skills)
 - a. Experience with metadata concepts and standards like Dublin Core, MODS, or MARC
 - b. Metadata implementation in XML, HTML, or RDF and manipulation in XML/XSLT or Python
 - c. Familiarity with spatial metadata standards ISO 19115, 19139, and FGDC a plus

Candidates with experience in either category will be considered. The successful candidate will undergo training (both directed and self-directed) in the area that is not within their expertise at the beginning of their employment.

To Apply:

Email your resume and cover letter to Frank Donnelly, Geospatial Data Librarian, at francis.donnelly@baruch.cuny.edu. Please include "Application for Graduate Position" in the subject line of the email, and in your message indicate where you learned about the position (i.e. from which website, listserv, personal contact, etc).