The Purdue University Libraries Scholarly Publishing Division seeks a half time graduate assistant, beginning in December 2017.

This position will support Purdue e-Pubs, the institutional document repository (http://docs.lib.purdue.edu/). Responsibilities of this position include:

- Conducting CV reviews
  - Reviewing publisher policies
  - Communicating results to faculty members
  - Uploading faculty works to the repository
  - Ensuring the copyright status and publisher policy compliance of those documents
- Growing the open access electronic theses and dissertation collections
  - Gathering metadata for theses and dissertations
  - Uploading theses and dissertations
- Assisting with the Purdue e-Pubs table at campus events
  - Collecting materials from event participants to archive in the repository
- Other duties as assigned.

Applicants should be familiar with Microsoft Office suite and Adobe Acrobat. The successful candidate will have a close attention for detail, dependability, and good written and oral communication skills. The graduate assistant will receive training on the Footprints ticketing system, the repository Digital Commons platform, and the Sherpa/Romeo database of publisher policies.

The graduate assistant will be responsible for 20 hours per week, committing to a consistent weekly schedule with hours worked in the office between 8 a.m. and 5 p.m. Assistant will report to the Scholarly Publishing Specialist, Nina Collins.

To apply, please send your resume to Nina Collins.