Evans Library  
Florida Institute Technology  
Position Description for  

Research Data Specialist

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<th>College / Division: Evans Library</th>
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<td>Position Number:</td>
<td>Employment Class: Staff</td>
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<tr>
<td>Org Number: 13650</td>
<td>Assignment: Data &amp; Government Information Librarian</td>
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Basic Function:

The Research Data Specialist will join a team of librarians developing initiatives to assist faculty and students in managing the lifecycle of data resulting from research projects of all types, and develop a data services program to support use, curation and reuse of data. The Specialist will engage with the research practices of faculty and students, and position services and expertise at appropriate points in the research process. S/he will provide expertise in the design of tools and systems to facilitate discovery, use, management and curation of data.

S/he will have the aptitude to stay abreast of scientific research trends, data documentation tools, and standards important for data exchange, reuse, and interoperability. Utilizing and applying various information technology tools for metadata manipulation and script execution is a key responsibility for this position. The Research Data Specialist will work at the intersection of digital data, technology, bibliometrics and metadata for the libraries.

The successful candidate will engage the campus in broader conversations around e-science and e-scholarship and will forge new collaborations and relationships that extend the Libraries’ capacity to support the University’s interdisciplinary initiatives.

Characteristic Duties and Responsibilities:

- Work closely with researchers to devise and evaluate data management for research projects and provide expertise and problem-solving around data issues, challenges and needs, and develop solutions for those needs.
- Manage the Digital Scholarship Lab (DSL) where the data analysis and processing will take place.
- Oversee areas of data visualization, statistical analysis, and data mining for the Library.
- Collaborate with Data and other librarians to design and implement scalable, sustainable, and domain-appropriate techniques, tools and systems to address questions in data curation and data management in support of research at FIT.
- Engage in related research and scholarship, and help develop and participate in data information literacy and training in data management best practices.
- Provide consultative support to PIs including evaluation of data planning needs, assessing options for sharing data, catering planning to specific granting agency or publisher requirements, and editing data management plans.
- Establish standards and best practices for displaying data, track specific scientific domain areas and build knowledge and expertise in data types, formats, and needs within domains while continuously building expertise and improving services.
- Maintain knowledge on a broad range of data repositories, including their submission, intellectual property, and use arrangements and provide guidance on repository selection for deposit.
- Develop and deliver data management training programs, including training materials.
- Liaise with FIT-wide staff and administrators to support the continued integration and visibility of data management services available to researchers.
Required Qualifications:

- Bachelor's degree in Computer Science, Information Science, Engineering or other technology-intensive discipline and a graduate degree or course work in science or other discipline related to FIT research.
- A minimum of 2 – 3 years of experience in data related processes.
- Experience working with digital repositories, archives or data-intensive systems.
- Experience with one or more of the following components of the research data life cycle: creation, processing, analysis, preservation, access provision, and re-use.
- Experience with statistical software applications, such as Excel, R, JMP or SPSS.
- Expertise in national and international trends in data management and curation.
- Demonstrated ability to work with and easily adapt to new technology.
- Excellent oral and written communication skills.
- Excellent problem solving and analytical skills.
- Strong service orientation and interest in information users' values and needs.
- Demonstrated ability to work independently and to collaborate effectively with staff at all levels and with people of diverse backgrounds.
- Commitment to engage in ongoing professional development.

Desired Qualifications:

- Experience with data visualization software and tools.
- Experience with grant writing or data management plan development.
- Research laboratory experience.
- Knowledge of computational tools and techniques for data management and manipulation.
- Ability to use various tools for metadata manipulation and scripting.

Organizational Relationships: Reports to Data & Government Information Librarian

Supervisory Controls: 1-2 FT Staff and 2-4 student workers

Environmental Demands:

A. Physical Requirements
   - Carry various library materials (including laptops and tablets) weighing up to 10 lbs. to various library and campus areas.
   - Ability to bend, reach, and twist to accommodate shelving and office filing.

B. Work Environment: The Library building and university campus.

About Florida Institute of Technology

Founded at the dawn of the Space Race in 1958, Florida Tech is the only independent, technological university in the Southeast. The university is ranked in the top 200 in the Times Higher Education World University Rankings 2013-14, has been named a Barron's Guide “Best Buy” in College Education, is designated a Tier One Best National University in U.S. News & World Report, is one of just nine schools in Florida lauded by the 2014 Fiske Guide to Colleges, and is recognized by Bloomberg Businessweek as the best college for return on investment in Florida. A recent survey by PayScale.com ranks Florida Tech as the top university in Florida for mid-career salary potential. The university offers undergraduate, graduate and doctoral programs. Fields of study include science, engineering, aeronautics, business, humanities, mathematics, psychology, communication and education. Additional information is available online at www.fit.edu.