

The Inter-university Consortium for Political and Social Research (ICPSR) seeks to appoint a Director of Curation Services to maintain and develop a comprehensive approach to data management and digital preservation. The holder of this position will lead a team with responsibility for policy implementation and planning across the data lifecycle, including metadata standards, repository management, digital preservation, and compliance with standards (such as Trusted Repositories Audit & Certification). The selected individual will report directly to the Director of ICPSR and will be a member of the ICPSR senior leadership. He or she will represent the organization to ICPSR's extensive network of partners in both the social science and the digital archiving communities.

The individual selected for this position will hold a research faculty appointment in ICPSR and the Institute of Social Research and will be based at the University of Michigan. The position may be in the Archivist (Assistant, Associate or Full), Research Scientist (Associate or Full) or Research Professor (Associate or Full) tracks, depending upon qualifications. Joint appointment with other University of Michigan units is possible.

Responsibilities

- Maintain and develop ICPSR's comprehensive digital preservation policy framework
- Plan collaboratively with others to oversee the continuous evaluation of the digital repository, including all policies, standards, and workflows
- Identify the necessary descriptive, technical, structural, and preservation metadata for ICPSR's diverse digital content
- Evaluate and maintain quality control of metadata operations
- Research other metadata standards to determine their relevance for ICPSR
- Participate in the Data Documentation Initiative Alliance and in development of the DDI standard

- Advise on methods for handling new types of digital content
- Manage ICPSR's institutional records in collaboration with others
- Promote the role of the organization within the digital preservation and data archive communities through a program of presentations, papers, and articles at conferences and meetings, and in journals representing key domains
- Participate in the development of standards and good practice for the digital archiving community at national and international levels
- Participate in training on lifecycle data management
- Prepare proposals and applications for external funding to support both research into digital archiving and practical activities designed to enhance ICPSR's repository
- Conduct and publish in the candidate's area of expertise

Closing date 5th May. For more details including how to apply see: http://umjobs.org/job_detail/67168/director_of_curation_services