

Digital Preservation Officer

Research Scientist-Level Open

Inter-university Consortium for Political and Social Research, a unit of the Institute for Social Research at the University of Michigan
Ann Arbor, Michigan

Position Summary

The Inter-university Consortium for Political and Social Research (ICPSR) seeks to appoint a Digital Preservation Officer to develop, implement, and maintain a comprehensive digital preservation policy framework. The holder of this position will provide senior preservation leadership to ICPSR's growing internal and external community of social science students, instructors, and researchers, and to the digital archiving and preservation field. Extensive oral and written communication with researchers will be required for the position, along with significant amounts of travel.

The individual selected for this position will hold a research faculty appointment in ICPSR. These positions may be at the level of Research Investigator, Assistant or Associate Research Scientist, or Research Scientist. The selected candidate's qualifications will determine the level. The selected individual will report directly to the Director of ICPSR. Joint appointment with other University of Michigan units is possible.

Organizational Overview

The Inter-university Consortium for Political and Social Research (ICPSR), established in 1962, is an integral part of the international infrastructure of social science research. ICPSR maintains and provides access to a vast archive of social science data for research and instruction, and offers training in quantitative methods to facilitate effective data use. To ensure that data resources are available to future generations of scholars, ICPSR preserves data, migrating them to new storage media as changes in technology warrant. In addition, ICPSR provides user support to assist researchers in identifying relevant data for analysis and in conducting their research projects.

A unit within the Institute for Social Research at the University of Michigan, ICPSR is a membership-based organization, with over 500 member colleges and universities around the world. A Council of leading scholars and data professionals guides and oversees the activities of ICPSR. ICPSR offers a work environment that is a combination of the best aspects of a small nonprofit or business, established within a university setting. ICPSR is small enough that each person can make a difference, yet large enough to offer a variety of career opportunities. We have a relaxed, collegial atmosphere that fosters communication and networking within and between departments. We are family-friendly, offering flexibility with work hours, and we have a diverse staff that enriches the workplace with their skills and experience. ICPSR offers a competitive total compensation package providing full access to the University of Michigan benefits. More information can be found about ICPSR at www.icpsr.umich.edu.

Major Areas of Responsibility

- Develop, implement, and maintain a comprehensive digital preservation policy framework for ICPSR with requisite approvals

- Coordinate within ICPSR to integrate digital preservation policy requirements into broader organizational policies and into operational procedures as appropriate
- Track and flag organizational and technological developments with digital preservation (long-term access) implications for ICPSR and the broader community; recommend responses to these targeted developments via periodic alerts, summaries, reports, revisions to policies and procedures, and research project proposals for internal use and selected external dissemination
- Promote the role of the organization within the digital preservation and data archive communities through a program of presentations, papers, and articles at conferences, meetings, and journals representing key domains
- Participate in digital preservation community developments of standards and good practice at national and international levels
- Contribute to the educational component of the organizational mission by organizing and teaching in specialized courses about digital preservation and other digital archiving activities.
- Prepare proposals and applications for external funding to support both research into digital preservation and practical activities designed to enhance the preservation of all organizational research materials.
- Seek opportunities through research, practice, and instruction to raise awareness about the importance of digital preservation
- Conduct digital preservation research, and collaborate internally and externally with other University of Michigan units, and with national and international partners on digital preservation research, that will further support the organizational mission and contribute to community developments
- Participate in the senior management team, as well as other research and infrastructure activities as appropriate.

Departmental Qualifications

Minimum: Ph.D in relevant field of study, in hand or anticipated by the end of 2006. Five to eight years professional experience in the field, with a minimum of two years of experience in the management of digital preservation activities. Demonstrated ability to analyze, assess, and find creative preservation and archiving solutions in a complex and dynamic research based environment. Extensive knowledge of appropriate procedures for preserving digital objects in a social science environment where confidentiality must be protected. Experience managing web-based data and knowledge dissemination activities. Experience in a managerial role, (including fiscal responsibility) on multiple projects. Demonstrated scholarly productivity, along with the proven ability to work both independently and collaboratively in a diverse environment. Excellent communication skills, both oral and written, in the English language.

Desired: Previous experience in teaching or training in the field of interest. Knowledge and experience archiving data and providing secondary analysis of those data. Experience in writing grant proposals and applications, and in serving as a principal investigator. Experience in a supervisory role providing direction to staff.

Applicants should submit a letter of application, a CV, three letters of reference, and relevant writing samples to: Myron P. Gutmann, Director, Inter-university Consortium for Political and Social Research, Institute for Social Research, P.O. Box 1248, Ann Arbor, Michigan 48106-1248. Screening of applications will begin shortly and continue until the position is filled. The University of Michigan is a Non-Discriminatory Affirmative Action Employer.