Librarian, Scholarly Communication

Singapore Management University (SMU) Libraries is seeking an enthusiastic librarian to join a specialist team of librarians who contribute to research excellence at SMU. The position presents an exciting and challenging opportunity for librarians dedicated to service excellence in research support and adaptability to take on new skills and knowledge.

You will work in the area of research outputs including publications, research data management, research output analysis and research impact reports as a member of the Scholarly Communication team. Responsibilities include working collaboratively with Schools, faculty, postgraduate students, research librarians, Office of Research and other departments across the University to support the research publication system, institutional repository, Open Access publishing, research impact reports and also the development of data curation and research data services in SMU.

We are looking for candidates with:

- knowledge of the research lifecycle and developments in scholarly communication – and an understanding of the opportunities and challenges they present for academic library services;
- a proven ability to work collaboratively and proactively with colleagues within Library and University contexts;
- experience in developing and delivering training programmes and supporting resources;
- an agile and adaptable outlook

Responsibilities

1. Manage the daily operations of the repository services to SMU researchers
2. Assist with editing and maintaining metadata records in the research publications system and institutional repository
3. Assist with author identification, citation counting, and research impact reports, as well as exploring new metrics for research impact
4. Assist with the development and implementation of Library’s Research Data Services in consultation with other library staff and the Head, Scholarly Communication
5. Analyse information requirements relating to research data management and data curation by faculty and students and also promote research data collection and research data services
6. Develop, package, and evaluate training resources for faculty, students and Library staff in the areas of research data management and research data preservation

7. Design, develop and maintain appropriate systems and infrastructure needed to support research data curation in collaboration with the Library’s Technology and Innovation Services as well as SMU’s Integrated Information Technology Services

8. Design, develop and maintain data curation processes, procedures and policies and ensure the creation of metadata records for data collections to meet best practices

9. Provide access services at the desk, general orientation, and information literacy to the SMU community and be the second point of contact for enquiries on research data and affiliated areas

10. Undertake research and development in the areas of scholarly communications, data curation and research data management

11. Participate in library wide projects and services

**Minimum Requirements**

1. Bachelor or Master’s degree in business, economics, social sciences, or information systems. Preferably Master’s degree or graduate coursework in Library or Information Studies.
2. Knowledge of issues and developments in scholarly communication, institutional repositories and data management and experience with institutional repositories and metadata
3. Experience in developing and delivering training
4. Strong customer service orientation
5. Excellent oral and written communication skills and interpersonal skills
6. Highly developed organisational and analytical skills with demonstrated ability to work independently as well as collaboratively, able to set priorities, show initiative and balance the demands of working in a multi-functional work environment
7. Organized, meticulous, and responsible

**Preferred Skills/Experiences**

8. Experience working with research data management as a researcher or research data manager or digital archivist
9. Knowledge of major quantitative and qualitative software packages used in social sciences and business such as SAS, SPSS, Matlab, NVivo, Strata
10. Project management skills and experience

If you feel that you have the skills and experience to make this role a success your application is encouraged.


**How to Apply**

Interested applicants, please email your resume with a covering letter to libjob@smu.edu.sg. The covering letter must state the applicants’ responses to the selection criteria. Only short-listed candidates will be contacted.