

USQ ePRINTS STAFFING RESPONSIBILITIES - 2007

Position Title	Description	Requirements
Coordinator	<ul style="list-style-type: none"> ▪ Leadership of all USQ ePrints activity. ▪ Liaison and advocacy with DVC and PVC (Research), Faculty academic and admin staff, Office of Research and Higher Degrees. ▪ Front line for enquiries about ePrints – what it does, submission issues ▪ Responsibility for copyright, legal etc issues ▪ In charge of marketing and promotional activity and the website ▪ Management of ePrints staff members and overall coordination ▪ Monitoring of ePrints policies – content, updating etc. ▪ Some editorial work ▪ USQ representative on RUBRIC Project as Project Manager ▪ Maintain knowledge of national and international repository practice and activity; Liaise with other Australian open access repositories ▪ Convenor of ePrints Management Committee and ePrints User Liaison Group 	<p>5.10 hours per week, varies greatly</p> <p>This is a combination of leadership and management roles, and a good understanding of the University research and publications environments is necessary.</p> <p>Constant need to establish and balance competing priorities.</p> <p>Knowledge of the general repository ‘space’ necessary.</p>
Editor	<ul style="list-style-type: none"> ▪ Check submission buffer for new items ▪ Create metadata for items ▪ Upload files (appropriate version) ▪ Proof self-submitted items ▪ Liaise with depositors concerning data issues, data quality, copyright and deposit permissions. ▪ Liaise with publishers for copyright and deposit permissions. ▪ Investigate and monitor copyright issues ▪ Authorise items for inclusion 	<p>Time: 1 X cataloguer, c. 30-35 hours/week.</p> <p>Understanding of appropriate metadata Understanding of workflows involved in submissions. Need for accuracy & attention to detail, understanding of copyright issues.</p>

	<ul style="list-style-type: none"> ▪ Register new users ▪ Document and monitor processes, permissions and workflows. 	
Software Administrator / Technical Support	<ul style="list-style-type: none"> ▪ Maintain the database and software ▪ Software upgrades (Apache, MySQL, etc) ▪ Upgrade ePrints software and fix bugs as required ▪ Deal with enquiries about technical difficulties in using ePrints ▪ Analyse, design and implement software customisations according to changing requirements ▪ Design and generate reports on ePrints usage and data to assist management of the service, for compliance purposes and for target audiences (eg ORHD) ▪ Monitor and create appropriate statistics and reports ▪ Liaise with ePrints developers and other users 	Approx. 15-20 hrs/week, but variable and time allocation not consistent. L6. Work could be full-time and additional technical hours are currently being sought. –
Technical Support – ITS	<ul style="list-style-type: none"> ▪ Maintain and upgrade hardware (physically located in ITS) in association with and under direction of Software Administrator 	As required.
Marketing and Support Officer	<ul style="list-style-type: none"> ▪ Provide face-to-face and remote support for faculty administrative staff and depositors ▪ Assist in training of faculty administrative staff and depositors ▪ Provide limited administrative support to Coordinator. 	c. 5 hours/week, Library Officer.