KAUST - Digital Repository Coordinator

King Abdullah University of Science and Technology is an international graduate-level, merit-based research university located on the shores of the Red Sea in Saudi Arabia. Our state-of-the-art campus, globally renowned faculty and brand new facilities come together to provide the ideal setting for significant, high-impact research. KAUST is dedicated to inspiring a new age of scientific achievement in the Kingdom that will also benefit the region and the world.

The KAUST Library is currently recruiting for a Digital Repository Coordinator to join our award winning facility. Situated within the heart of our campus you would be responsible for supporting the operation of the KAUST Digital Archive and your responsibilities will include:

- Depositing or assisting users with deposit of works into the repository and creating accurate, high-quality descriptive metadata in compliance with standards.
- Creating new collections and workflows using the repository system.
- Reviewing for accuracy, completeness, spelling, consistency, and compliance with standards the metadata input by others and make corrections as necessary.
- Ensuring compliance of deposited works with publisher copyright policies by consulting appropriate policy resources.
- Making site visits to university researchers to introduce the repository or explain its use.
- Preparing reports on system use, quality control, and user support efforts.
- In collaboration with the library's events/outreach team, developing and coordinating exhibits, campus programs, and publications that promote the repository.

To be successful in this role, you must have:

- Working knowledge of descriptive metadata standards.
- Experience with a major repository software platform (such as DSpace).
- Knowledge of copyright and permissions issues relating to digital repositories.
- Experience in an academic or research library.
- Experience working with faculty, researchers, graduate students, and vendors.
- Strong command of written English, including copy editing skills and excellent spelling.
- Bachelors Degree in Computer Science, Business Administration, Library or related field.
- 3 years professional experience in a library, archive, database publisher, library vendor, or similar information-related environment.
- Experience providing technical support to clients or users.

In addition to world class facilities and living conditions, you will be remunerated with a highly competitive package and the opportunity to work within an ambitious and growing University.

To be considered for this exciting role, please visit our website www.kaust.edu.sa and apply directly through the careers page.