The Indiana Geological and Water Survey (IGWS), a research institute of Indiana University (IU), seeks applications for a digital collections manager (DCM) who will collect, manage, and distribute digital data as part of the IGWS mission and for deliverables to external grants.

Position summary:
The IGWS seeks an information technology specialist as a digital collections manager who will implement and monitor policies and procedures for data handling and information flow for all IGWS collections database systems. The candidate will manage and provide oversight of table structures, lexicons and data standards, oversee and monitor database integrity, record management, and data entry consistency of the IGWS’s Digital Asset Management System (DAMS). The DCM will play a supporting role in the development, administration, and implementation of the Survey’s central collections management system, co-lead IGWS digitization activities, be the technical manager of the Survey’s DAMS, provide expertise, and training to allow the Survey’s database systems to be fully utilized by staff, assist management in assessing and analyzing data, and provide senior management with information needed for strategic decision-making.

Responsibilities include researching, planning, coordinating and monitoring systems upgrades, researching other database applications, making recommendations, and developing long-term plans for testing, implementation, and data conversion of each system, and monitoring those conversion and integration processes with existing database systems. Collaborative opportunities exist with other DCMs and information specialists across the IU-Bloomington Campus and with DCMs at other state surveys.

Minimum Education and Experience:
A Bachelor’s Degree is required with preference given to candidates with a Master’s Degree. The candidate should have certifications or coursework in Information or Library Science, Computer Science, Museum Studies, or related disciplines. Two years of work experience is required, five years preferred, in the areas of metadata structures, knowledge organization, application support, or documentation. Combinations of related education and relevant experience will be considered.

Required knowledge, skills, and abilities:
The candidate must have excellent oral, written, and interpersonal communication skills, a customer service attitude, and a willingness to work in a team-oriented environment. The position requires creativity in identifying complex problems and finding solutions quickly and accurately, attention to detail in communicating technical issues and implementing solutions, and mental discipline in resolving software problems. Must have the ability to change priorities as a project expands or project needs change. The DCM must be able to use a personal computer, scanners, and other reproduction and recording devices, as well as digitization and digital conservation equipment and materials.

Application deadline is Sept. 3, 2020, with an anticipated starting date of Oct. 1, 2020 or sooner.
All applications must be submitted online at https://jobs.iu.edu/. A complete application includes a cover letter addressed to the Director, resume, and contacts for three references with your online application. For further information on the Indiana Geological & Water Survey, please see http://igws.indiana.edu. Questions should about the responsibilities of this position should be directed to the supervisor, Gary Motz (garymotz@iu.edu).

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation or identity, marital status, national origin, disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator. See Indiana University’s Notice of Non-Discrimination here which includes contact information.