PURDUE UNIVERSITY
POSITION DESCRIPTION

Use this form to:

- Create a new position or update an existing position.

When to submit a revised position description:

- If there have been significant changes to the duties, responsibilities, knowledge, skills, abilities, or a change in the education or experience requirements.
- If you are posting a position and we do not have an electronic copy of the description on file.

How should I submit the form?

- Submit an electronic copy to your Comp. & Class Analyst, followed by a signed paper copy in campus mail.

Miscellaneous tips:

If you are posting a position with no changes to the job description and we have an electronic copy of the HR 10 on file...

- Submit a signed HR 2 along with a hard copy of your current HR 10, via campus mail to Comp. & Class./ HRS / FREH.

Tips for using the form: This is a “protected” document. Protection allows you to move easily through the document by using the TAB key. Once you have completed all tabbed fields, for ease in formatting; you may want to “unprotect” the document. This can easily be done by selecting “Tools” and then “Unprotect Document”. NOTE: Once you “Unprotect” the document, it can’t be “Protected” again to tab through.

Please answer the following questions.

1. Is this a new position? Yes! Two positions available. These are 3 year appointments with continuation depending upon availability of funding.

2. If there are other positions you consider to be equivalent, please list:

3. If you are revising an existing position, describe the changes you are making, or provide us with the reason for this update? Re-write of former Research Data Specialist(s) positions, 1530-208 and 215
PURDUE UNIVERSITY
POSITION DESCRIPTION

Libraries

Position Title: DATA RESEARCH SCIENTIST

Supervisor (name & title): Scott Brandt, Associate Dean for Research

Phone: 42889 E-mail: techman@purdue.edu

Staff Group (Final determination rests with HRS)

□ Clerical  □ Operations Assist (40A)  □ Administrative/Supervisory (30A)
□ Service  □ Technical Assist (70A)  □ Professional Assistant (60A)
□ Professional (50A)  □ Extension Educator (80A)

Time Reporting

□ Biweekly  ☑ Monthly  ☑ Day  ☑ Evening  ☑ Night  ☑ Rotating
□ Full time  □ Part time (< 1.00)

Shift

Term of Appointment

Part time FTE _______  □ AY  ☑ FY 12  □ FY 11  □ FY 10  □ FY 9  □ FY 8

Education - Indicate the minimum education required. (Check one box only).

□ No Minimum Education  □ HS diploma/GED  □ Vocational/Technical school
□ Associate degree  □ BA/BS degree  ☑ MS degree  □ Ph.D. degree
□ Professional degree (specify)

Describe the course work or degree field(s):

Masters degree in Library Science (ALA accredited) and/or advanced terminal degree in a relevant subject discipline.

Experience - Indicate the minimum years of experience required.

□ No experience required  ☑ 1 yr.  □ 2 yrs.  □ 3 yrs.  □ 4 yrs.  □ 5 yrs.  □ 5+ yrs.

Describe the type of experience required:

Required: Experience in a range of data management activities, using a variety of software and tools. Academic background or work experience with one to three years minimum research experience, preferably in experimental areas required.

Equivalent - Will you accept an equivalent combination of related education and experience?  ☑ Yes  □ No

Reference: http://www.purdue.edu/hr/Employment/equivalent.htm

Knowledge, Skills, Abilities - List any knowledge, skills or abilities, special training, certificates or licenses.

Required: Demonstrated knowledge of the issues and trends in data management, and applications for organizing and managing digital projects and resources. Excellent analytic and problem solving skills, and the ability to plan, coordinate, and implement projects. Excellent communication and collaboration skills, including the ability to work independently as well as within a team environment and with diverse groups of faculty. Interest in professional development activities, including research and activity in professional organizations.

Preferred: Proficiency with XML and metadata manipulation, crosswalks, validation, harvesting and portals. Demonstrated knowledge of the issues and trends in data management, and applications for organizing and managing digital projects and resources. Demonstrated experience working with a range of applications using current and evolving metadata standards and associated technologies, including Dublin Core, METS, and OAI-PMH. Proficiency with XML and metadata manipulation, crosswalks, validation, harvesting and portals.

Libraries competencies include: adaptability, communication, continuous improvement, cross-functional perspective, initiative/judgment, self-development/continuous learning, service orientation and work standards.

Does this position require a Criminal Conviction Records Check?  □ Yes  ☑ No

(Ex. cash handling, bank account signature) See instructions for details.

For HR Use ONLY

POC 710  FOC 101  EEO 08  JIC 26403  EDU IXX  Supervision ☑ Yes  □ No

FLSA Exemption:  □ Non-Exempt  ☑ Exempt  □ Executive  ☑ Administrative  ☑ Professional  ☑ Computer

Donna Dye  Compensation Analyst  1/5/06  Date Finalized

Comments  Std description for position numbers: 208 & 215
Supervision Exercised: Must be an essential function of the position and described under “Responsibilities” below

Number of Monthly Regular Staff Supervised
Number of Monthly Temporary Staff Supervised

Number of Hourly Regular Staff Supervised
Number of Hourly Temporary Staff Supervised

Indicate authority:
☐ Functional: limited to assigning, instructing and reviewing work of others, including students
☐ Administrative: decisions/recommendations for hiring, promotion, pay adjustments and terminations.

Administrative supervision includes functional supervision responsibilities as well.

REQUIRED FIELD: Position Summary: What is the main purpose of this position? Why does it exist?
The Data Research Scientist (DRS) provides professional data management expertise for a variety of research activities of the Purdue University Libraries, especially related to digital repositories. In partnership with Libraries faculty and researchers, the DRS will enhance the ability of others to conduct research using digital data collections through consultation, collaboration, and coordination. The DRS identifies appropriate research projects at Purdue involving data capture, management, and related issues; develops innovative concepts in database technology, including methods for data discovery, to apply to relevant projects; and applies best practices, standards and technology to enrich research outcomes. This position closely relates to that of Data Scientist as described in the report, “Long-Lived Digital Data Collections: Enabling Research and Education in the 21st Century” by the National Science Board (p. 19) http://www.nsf.gov/nsb/documents/2005/LLDDC_report.pdf.

Responsibilities: Describe the essential responsibilities of the position in order of importance. Essential responsibilities are those functions, if removed, would fundamentally alter the purpose of the position. It’s not necessary to list each individual task. Percentages should be listed in 5% increments or greater and must total 100%.

Essential

The DRS reports to the associate dean for research, and works closely with the senior research systems administrator.

Conduct creative inquiry and analysis to carry out research projects related to data, datasets and data mining applications. 30%

Collaborate with data producers and repository contributors to develop cost effective and efficient strategies and reliable data streams for managing data. 20%

Organize access to data and related resources using traditional and emerging metadata schema. 10%

Recommend and design appropriate applications to facilitate and enhance access to data sets and other collections. 10%

Develop implementation guidelines, quality control procedures, and documentation for projects. 10%

Help identify research opportunities and collaborate with appropriate faculty and groups on campus to undertake data management related projects. 10%

Identify and obtain ongoing sponsored research funding and grants, appropriate to the position. 10%
## PHYSICAL, ENVIRONMENTAL, AND HAZARDOUS SPECIFICATIONS

Identify below the physical, environmental, and hazardous conditions under which the essential responsibilities of the position are performed.

### Physical Requirements

From the list of physical requirement descriptions below, check the box that best describes the physical requirements of the position.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SEDENTARY ACTIVITY</td>
<td>Lift and carry up to 10 lbs. occasionally; sedentary work involves sitting most of the time.</td>
</tr>
<tr>
<td>2. LIMITED PHYSICAL ACTIVITY</td>
<td>Lift and carry up to 10 lbs. frequently, and up to 20 lbs. occasionally.</td>
</tr>
<tr>
<td>3. LIGHT PHYSICAL ACTIVITY</td>
<td>Lift and carry 10 to 25 lbs. frequently, and up to 40 lbs.</td>
</tr>
<tr>
<td>4. MODERATE PHYSICAL ACTIVITY</td>
<td>Lift and carry 25 to 50 lbs. frequently, and up to 60 lbs. occasionally.</td>
</tr>
<tr>
<td>5. HEAVY PHYSICAL ACTIVITY</td>
<td>Lift and carry 50 to 80 lbs. frequently, and up to 100 + lbs. occasionally.</td>
</tr>
</tbody>
</table>

*Occasional is defined as < 50 percent of the time
**Frequent is defined as > 50 percent of the time occasionally.

### Machines, Tools, Equipment and Electronic Devices:

List the machines, tools, electronic devices, or other equipment necessary to perform the job.

1. telephone
2. computer
3. pager
4. copier
5. computer software
6. ________

### Environmental and Hazardous Conditions:

Check the boxes that best describe the environmental conditions of the job.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Work indoors (%) of time 100</td>
<td>Work outdoors (%) of time ________</td>
</tr>
<tr>
<td>2. Respiratory Conditions</td>
<td>Involving exposure to:</td>
</tr>
<tr>
<td>Gases</td>
<td>Fumes/vapors</td>
</tr>
<tr>
<td>Inadequate ventilation</td>
<td>Dust</td>
</tr>
<tr>
<td></td>
<td>Odors</td>
</tr>
<tr>
<td></td>
<td>Other conditions (List) ________</td>
</tr>
<tr>
<td>3. Skin Conditions</td>
<td>Involving exposure to:</td>
</tr>
<tr>
<td>Electrical shock</td>
<td>Toxic chemicals</td>
</tr>
<tr>
<td></td>
<td>Radiation</td>
</tr>
<tr>
<td></td>
<td>Burns</td>
</tr>
<tr>
<td></td>
<td>Other conditions (List) ________</td>
</tr>
<tr>
<td>4. Working Conditions</td>
<td>Including use of, or exposure to:</td>
</tr>
<tr>
<td>Heavy Machinery</td>
<td>Machinery with moving parts</td>
</tr>
<tr>
<td>Working on scaffolding and high places</td>
<td>High voltage electricity</td>
</tr>
<tr>
<td>Steam pipes and/or tunnels</td>
<td>Grease and oils</td>
</tr>
<tr>
<td>Biological and/or chemical agents</td>
<td>Infectious diseases</td>
</tr>
<tr>
<td>Extreme cold (temperatures below 32°)</td>
<td>Use of sharp objects</td>
</tr>
<tr>
<td></td>
<td>Noise (work requires employee to shout to be heard)</td>
</tr>
<tr>
<td></td>
<td>Handling or maintaining animals</td>
</tr>
<tr>
<td></td>
<td>Other conditions (List) ________</td>
</tr>
</tbody>
</table>

### DEPARTMENTAL/SCHOOL APPROVALS

**Approval to Establish/Modify Position:** As supervisor of this position, I am certifying that this description is an accurate reflection of the primary purpose of the position, and that the primary duties and responsibilities listed are those that the employee in this position is expected to perform. It does not limit or modify my responsibility or authority to assign and direct the work of the employee.

**Supervisor Signature** - REQUIRED  
**Date**  
**Department Head Signature** - REQUIRED  
**Date**  

**Fiscal Authorization Signature**  
(i.e. Business Office/Director/VP) - REQUIRED  
**Date**

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Stop here. Continue ONLY if you wish to POST this position.
Position Title: DATA RESEARCH SCIENTIST  
(Position title must match the position title listed on the Form 10)

Position Info:
Last incumbent: ____________________________
Anticipated start date: ASAP

If hours are not Monday thru Friday 8am-5pm, identify: ________________________________________________

Is overtime required? ☐ Yes ☒ No
Overtime frequency ____________________________________________

Salary Info:
Proposed salary range: $60,000 - $70,000
(see below for approved range)

Final determination rests with HRS – Compensation.

Direct Referrals to:
Name: Thomas L. Haworth
Bldg/Room: STEW 265
Phone: 42899
Email: thaworth@purdue.edu
Fax: 40156

Posting Authorization Signature – REQUIRED Date
Fiscal Authorization Signature – REQUIRED Date

Additional Comments

APPROVED POSITION INFORMATION: FOR HR USE ONLY

Date:
Classification Code:

External bi-weekly maximum hire rate:

Monthly hiring range:

Contact Information:
RECRUITMENT PLAN

Unit Goals (established by Dean/Vice President) for this vacancy include the following:

Section A:
- ☒ Black or African American
- ☐ American Indian or Alaska Native
- ☐ White
- ☐ Asian
- ☐ Hispanic or Latino
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ Multi racial

Section B:
In an effort to achieve a diverse applicant pool to help reach above goals, the following strategies will be undertaken:
(The scope of the recruitment efforts for A/P vacancies should go beyond strategies 1 and 2)

☒ 1. Circulate vacancy announcement within department.
☒ 3. Place advertisements in local/regional news media. (See Section C. Below)
☐ 4. Advertise in appropriate professional journals, newsletters and job registries specifically geared to target affirmative action groups. (See Section C. Below)
☐ 5. Undertake outreach activities such as job fairs, conferences, etc.
☐ 6. Contact departments at other institutions who may have qualified staff or degree candidates who are interested.
☐ 7. Contact potential candidates at professional meetings.
☐ 8. Contact women and minorities presently on the staff for help in identifying potential candidates.
☐ 9. Utilize personal or professional contacts to identify candidates from targeted affirmative action groups specifically.
☐ 10. Contact members of the targeted groups who are presently candidates for degrees.
☐ 11. Utilize lists of names from previous search for a similar position in the department.
☐ 12. Utilize relevant organizations, associations and agencies in soliciting individual referrals.
☐ 13. Other ________

Section C:
List news media you plan to utilize as indicated in Section B, number 3.

_______
_______
_______

List professional journals, newsletters and job registries you plan to utilize as indicated in Section B, number 4.

Chronicle of Higher Education
College and Research Libraries News
Higher Education. Com
Academic Careers. online
Appropriate