Classification Specification for Unclassified Service

Title: Scholarly Communications and Digital Publishing Strategist

Pay Scale Group: 19-01

Essential Function:

Under general supervision from a designated administrator, coordinates and oversees the growth of broadly defined scholarly communications programs and services at UC by developing and implementing services and programs to provide outreach, knowledge and support to faculty, students, and staff related to copyright, licensing, and scholarly publishing, and to ensure broad dissemination and preservation of the scholarly record affecting libraries, digital repositories, archives, and cultural heritage. The position will also participate in the development of university policies regarding access to scholarly work, including copyright and intellectual property issues, fair use, authors’ rights, privacy rights, open access, and other information policy issues within the libraries and university. Additionally, the position will coordinate with the Office of General Counsel in order to make specific information available to foster creative solutions and to develop best practices.

Characteristic Duties:

- Collaborates with faculty and students to assess copyright needs and implications of their own publications and other scholarly output, publishing alternatives including open repositories, and copyright issues in using the works of others in instruction, including application of the TEACH act.
- Develops, delivers and coordinates the distribution of publicly available information concerning copyright issues, including fair use, classroom guidelines, obtaining copyright permissions, and open access publishing and the digital repository.
- Develops policies regarding copyright issues specifically pertaining to theses and dissertations, including permissions and using previously copyrighted materials in theses or dissertations.
- Represents UC Libraries in the development of university policy on copyright, intellectual property/data management, public domain, user privacy, along with other scholarly communications issues.
- Develops vision and implements policies and strategies in supporting new modes of scholarly communication in line with UC Libraries’ strategic initiatives.
- Stays current on national scholarly communication issues, furthers the development of the Libraries’ role in scholarly communications across UC, and informs and educates the UC community of their importance and participates in campus efforts to ensure that faculty, students, and staff remain compliant.
- Contributes to and remains active in local, regional, and national meetings to keep abreast of ongoing developments and trends in scholarly communication.
- Develops and maintains a Libraries’ scholarly communications website; organizes informational and training sessions on scholarly communications issues as related to academia and to research libraries.
- Works in consultation UC’s Office of General Counsel, UCIT, UC Office of Research, academic departments, and senior university administrators on issues and programs related to scholarly communications.
- Researches emerging trends in scholarly publishing, new business models, the marketplace, and new technologies to inform and guide the library’s digital publishing strategies.
• Develops publishing services including contributing expertise to newly-proposed innovative university press and other scholarly publishing functions.
• Provides leadership for growing Libraries’ publishing services, in consultation with appropriate Libraries’ faculty/staff and campus stakeholders. Works with Digital Repository team and campus technical staff to implement software systems and workflows in support of publishing initiatives.
• Advocates Open Access publishing options to all elements of the campus community engagement and conducts OA awareness and education programs.
• Participates in and contributes to regional and national discussions and professional meetings, and publishes findings of experience and research in professional publications and social media.

**Minimum Qualifications:**

Master’s degree; -OR- a Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years’ experience; -OR- five (5) years’ experience; degree must be in library, information science, or related degree or training that included copyright, intellectual property management, or scholarly communication. Demonstrated excellent communication and interpersonal skills with a strong commitment to customer service and teamwork with an aptitude for complex, analytical work with an attention to detail, with the ability to manage a variety of tasks and multiple priorities.

**Physical Requirements:**

Thinking analytically, using effective verbal and written communication, remembering details, keyboarding/typing, concentrating on tasks, attending work-related meetings and directing others.