



Research Information Systems Coordinator (Temporary) University Libraries

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

University Libraries support and advance learning and research endeavors by providing collections, facilities and services that expedite access to the world's information and knowledge. Reporting to the AUL, Scholarly Communications & Head, Kellogg Health Sciences Library, and under the auspices of the Research Information System (RIS) Team, the incumbent will coordinate the implementation of Dalhousie's Research Information System (UNIWeb) to enable the University to effectively build research networks and reflect academic output more effectively.

Key Responsibilities:

- Develop project plans, in consultation with RIS Team, to guide all work activities for implementation. This includes priority identification, documentation requirements, delivery methods, communication strategy, risk analysis and change management plans.
- Draft and review training, documentation, online resources, processes and procedures to ensure uptake and continued ease of use.
- Present and participate in open sessions to the Dalhousie community on the use and values of the system and its place in the academic endeavor.
- Deliver training and tailored guidance to Faculties and their designated representatives. Serve as the first line of user support during the implementation period.
- Ensure ongoing and timely communication with RIS Team, stakeholders and partners regarding project progress and challenges. This includes presentations, and committee and 1:1 consultations.
- Co-ordinate with appropriate parties, including other resource groups (e.g. ITS, Research Services, Dalhousie Analytics), to ensure system integration and resolve implementation issues.

Qualifications: Undergraduate degree in Information Management or related field with approximately two to three years' relevant experience (or equivalent combination of training and experience) is required. Experience in project coordination and technical communications (writing, presentations). Must demonstrate technical and systems knowledge; familiarity with Current Research Information Systems (CRIS); researcher identifiers (e.g. ORCID); and/or bibliometric analysis tools (e.g. SciVal) preferred. Strong interpersonal and communication (verbal and written) skills, including the ability to engage with a wide variety of audiences, are essential. Must demonstrate conflict resolution and problem solving skills.

Apply online by February 13, 2019 to competition TEMP-19005.

This is a temporary position for approximately six (6) months. Salary will be commensurate with qualifications and experience (\$44,034 - \$50,796).

Applications from university employees and external candidates are given concurrent consideration. Among short listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity