



## POSITION DESCRIPTION

Department:	Library Services - Academic Services
Classification Title:	Administrative Analyst Specialist Exempt I
Working Title:	Digital Projects Specialist
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

### Position Summary

The Academic Services department of Robert E. Kennedy Library designs and delivers user-focused programs and services to advance the scholarly and creative activities of the Cal Poly community. These programs support effective inquiry and exploration of information resources, and foster the process of creating, collaborating, and sharing scholarly work, across diverse disciplines and professional practices, supporting multiple modes of instruction and individual learning styles. The Academic Services department includes faculty librarians, specialized staff, and student employees who work collaboratively to advance the departments goals and priorities. As a member of Academic Services, the Digital Projects Specialist contributes to specialized instructional and consultative programs and services in the existing Digital Projects Lab, and likewise in the new and expanded Digital Scholarship Studio, in development within the renovated library building.

Under general supervision of the Associate Dean for Academic Services, this position contributes to the success of the Digital Projects Lab (DPL) and Digital Scholarship Studio (DSS) through supporting a community of scholars who incorporate data, design, geospatial tools and related digital technologies across a wide range of disciplines. Working collaboratively with colleagues in the library and the campus community, the Digital Projects Specialist contributes to a user-focused and service-oriented library programming informed by best practices in diversity, equity, inclusion, and accessibility to support digital and data-intensive teaching, learning, research, and scholarship. This includes the coordination of instruction and training workshops on data literacy, digital and data-intensive methods, as well as on platforms to share and showcase digital scholarship and creative outputs in both physical and virtual spaces. This position supports the equitable and inclusive delivery of the DSS programing at library service points and through the peer assistant model, providing training and mentorship for a team of culturally competent student employees. The Digital Projects Specialist will also collaborate on efforts to evaluate the unit’s programs and activities, as well as contribute to resource plans and budgets to fund program-specific services and resources, identifying and recommending opportunities for external funding as appropriate.

### Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
1. Advise students, faculty, and staff researchers to provide specialized reference and consultation on using data, design and/or geospatial tools to support their research, teaching, and learning across a range of disciplines and skill levels.		

2. Design and develop print and digital guides and documentation to support course-specific and program-integrated instruction for data-intensive, geospatial and visual design disciplines.
3. Coordinate and support the delivery of workshops, training, and other events to provide extra-curricular learning opportunities to a wide variety of students, staff, and faculty.
4. Coordinate and contribute to the creation of content to promote the programs and services of the Digital Scholarship Studio, showcasing student and faculty scholarship to attract and engage the campus community.
5. Contribute to regular and ongoing data collection and analysis for programs and services in the Digital Projects Lab/Digital Scholarship Studio, with emphasis on equitable student learning and academic success.
6. In collaboration with colleagues and in alignment with the library's DEI Action Plan, center historically marginalized groups and advance social justice issues in the design and delivery of programs and services, building a safe, welcoming, and inclusive space for all digital scholarship.
7. Support, train, and mentor a diverse group of culturally competent student employees who provide peer-to-peer guidance and instruction using data-intensive, geospatial, and visualization software, tools, and information resources.
8. Participate in user engagement and outreach activities to communicate the value of the library as an interdisciplinary hub that fosters collaborative, creative, culturally relevant, and innovative digital scholarship to create a strong community of digital and data-intensive scholars.
9. Assess and evaluate existing and emerging technologies to support digital and data-intensive scholarship, such as software tools and digital platform for collaboration, computation, and sharing.
10. Work with library, campus, and community interested parties to identify and promote best practices (such as the FAIR data principles) to ensure access, long-term availability, and continued integrity of acquired and locally developed data and digital scholarship materials.
11. Contribute to resource plans, budgets, and external funding opportunities to determine adequate financial resources to support the unit's programs and services.

#### **Related Job Functions**

**As Needed**

**10%**

1. Perform other job-related duties and special projects as assigned.
2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.

#### **Required Education, Experience, and Credentials**

---

##### Education and Experience:

- Equivalent to graduation from a four-year college or university. Three years of technical or administrative experience. A graduate degree in a related field may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

##### Licenses, Certificates, Credentials:

- None

#### **Required Skills, Knowledge, and Abilities**

---

1. Strong problem-solving and analytical skills with the demonstrated ability to provide consultation and instructional support to faculty, staff, and students on data-intensive computing applications, information resources, and concepts, including data analysis, visualization, and communication.

2. Demonstrated ability to coordinate programs and services, including public events, workshops, and training sessions, and promote them to a variety of audiences through outreach and user engagement activities.
3. Working knowledge of software tools and workflows for data analysis and presentation, such as with geographic information systems (GIS), data visualization or digital scholarship.
4. Familiarity with data literacy, information literacy, and critical thinking competencies in a higher education setting.
5. Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
6. Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively.
7. Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
8. Working knowledge of operational and fiscal analysis and techniques.
9. Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and competing demands are involved.
10. Experience with visual design principles to interpret and communicate data and visual information.
11. Demonstrated customer service skills that prioritize equity, including diplomacy and ability to use sound judgment.
12. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, and productive work atmosphere in and outside the library with the ability to establish and maintain effective working relationships within a diverse population of users and with those from various cultural backgrounds.
13. Ability to effectively interact and collaborate with others in a broad range of interpersonal situations and to respond appropriately to challenges and conflicts.
14. Excellent communication skills - ability to effectively communicate information clearly and understandably, both verbally and in writing.
15. Excellent organizational and time-management skills - ability to identify and set priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
16. Excellent computer skills and proficiency with various computer applications including word-processing, spreadsheets, databases, web-based applications, and online calendaring and email.
17. Ability to supervise, train, and mentor a diverse group of student employees to support the unit's peer-peer service model.
18. Ability to integrate library and university workflows and policies to unit-level services, procedures, and documentation.

### **Preferred Skills and Experience**

---

- Experience conducting data-intensive and reproducible workflows in a professional or academic setting.
- Experience with data analysis tools, such as Python and Jupyter Notebooks, R, Tableau, MS Power BI, MS Excel, and similar tools.
- Experience with geospatial tools and software, such as ArcGIS and similar platforms.
- Experience with digital visual design principles and software.
- Experience with project management involving collaborative teamwork.
- Experience with web-based technologies for data access and automation (e.g., APIs).
- Familiarity with and/or experience delivering workshops and instruction centered on data literacy, information literacy, and critical thinking instruction in a higher education setting.
- Experience supervising university or college student employee and/or interns.

**Special Conditions**

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as exempt and is not subject to overtime provisions of the Fair Labor Standards Act (FLSA).
- Must be able to work in an environment typical of academic libraries, including exposure to regular contact with the public, interruptions in a fast-paced environment, and/or moderate levels of noise.

**INCUMBENT:** I have read this position description and understand its contents.

---

INCUMBENT NAME	SIGNATURE	DATE
----------------	-----------	------

**SUPERVISOR:** I certify that all statements on this form are complete and accurate.

---

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
-------------------------------------	-----------	------

**DEPARTMENT HEAD:** I certify that all statements on this form are complete and accurate.

---

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
--------------------------------	-----------	------

**HUMAN RESOURCES USE ONLY**

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: AASE I
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 1038/2
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R09
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: N/A
<input type="checkbox"/> COI Position		Classifier Initials: LD
Recruitment Number: _____		Date: 9/23/24