



Library and Information Service

**Digital Scholarship Officer
(Stellenbosch University Library)**

Ref. BIB/359/1221

Working hours: Monday to Friday, 08:00 - 16:30

Duties:

- Coordinating digitisation processes for research outputs and heritage collections;
- Digitising selected library materials;
- Administration and support of the e-journal management platform;
- Administrating and supporting digital repositories;
- Creating basic metadata, and metadata editing of repository records;
- General administrative duties.

Requirements:

- A Baccalareus degree in Library and Information Science, or a Baccalareus degree with a postgraduate diploma in Library and Information Science or an equivalent qualification;
- A minimum of three years' relevant experience in an academic or research library;
- A high level of computer literacy;
- Knowledge and experience of digitisation processes and practices;
- Knowledge of, and experience in, working in digital repositories;
- Knowledge of e-journal management systems and practices;
- Good verbal and written communication skills.

Recommendations:

- Knowledge of and experience in DSpace and OJS digital systems;
- An understanding of the scholarly communication process;
- The ability to function effectively both independently and as part of a team.

Commencement of duties: 1 April 2022 or as soon as possible thereafter

Closing date: 24 December 2021

Enquiries regarding this position: Ms. Mimi Seyffert-Wirth on 021 808 9431, or at mseyf@sun.ac.za

Enquiries regarding remuneration/benefits as well as technical assistance with the electronic application process: Human Resources Client Service Centre on 021 808 2753, or at SUN-E-HR@sun.ac.za



Biblioteek- en Inligtingsdiens

Beampte: Digitale Akademieskap (Universiteit Stellenbosch Biblioteek)

Verw. BIB/359/1221

Werkure: Maandag tot Vrydag, 08:00 - 16:30

Pligte:

- Koördinerings van digitaliseringsprosesse met betrekking tot navorsingsuitsette en erfenis versamelings;
- Digitalisering van geselekteerde biblioteekmateriaal;
- Administrasie en ondersteuning van die e-joernaal bestuursplatform;
- Administrasie en ondersteuning van digitale bewaarplekke;
- Skep van basiese metadata en metadataredigering van bibliografiese rekords;
- Algemene administratiewe take.

Vereistes:

- 'n Baccalareus graad in Biblioteek- en Inligtingkunde, of 'n Baccalareus graad plus 'n nagraadse diploma in Biblioteek- en Inligtingkunde of 'n gelykwaardige kwalifikasie;
- 'n Minimum van drie jaar toepaslike ervaring in 'n akademiese of navorsingsbiblioteek;
- 'n Hoë vlak van rekenaargeletterdheid;
- Kennis en ervaring van digitaliseringsprosesse en -praktyke;
- Kennis en ervaring ten opsigte van digitale bewaarplekke;
- Kennis van e-joernaalbestuurstelsels en -praktyke;
- Goeie mondelinge en skriftelike kommunikasievaardighede.

Aanbevelings:

- Kennis en ervaring van DSpace en OJS digitale stelsels;
- Begrip van die wetenskaplike kommunikasieproses;
- Die vermoë om effektief binne spanverband sowel as onafhanklik te werk.

Diensaanvaarding: 1 April 2022 of so gou doenlik daarna

Sluitingsdatum: 24 Desember 2021

Navrae rakende die posinhoud: Me Mimi Seyffert-Wirth by 021 808 9431, of by mseyf@sun.ac.za

Navrae rakende vergoeding/voordele asook tegniese bystand met die elektroniese aansoekprosedure: Menslike Hulpbronne-kliëntedienssentrum by 021 808 2753, of by SUN-E-HR@sun.ac.za