

Queen's Doctoral Internship in University Administration (QDIUA)

Office/Department/Program: Queen's University Library, Open Scholarship Services Division

Job Title: Open Scholarship Services Intern

Number of Positions: 1

Fellowship Mentor (if identified at this time): TBD

Brief Description of Your Unit/Organization:

The Queen's University Library (QUL) and its Open Scholarship Services (OSS) division are developing a culture and services that encourage the sharing, as openly as possible, of digital scholarly resources and research outputs throughout the research lifecycle. This includes applying best practices for open publishing and the collection, description, preservation, access and reuse of research data guided by the [FAIR data principles](#) and the Queen's [VOICE principles](#) for the dissemination of research results.

Responsibilities and Learning Outcomes:

Role Summary

The Open Scholarship Services Intern (OSSI) will:

- Develop an in-depth knowledge of current and emerging scholarly publishing and data management trends and the technologies that support them, in the open scholarly landscape.
- Support and inform the development of Research Data Management (RDM) and Scholarly Publishing services, policies and procedures that enable and encourage the adoption of effective Open Access publishing practices and respond to the requirements of the [Tri-Agency's Research Data Management Policy](#) and [Tri-Agency's Open Access Policy on Publications](#).
- Contribute to the development of a proactive outreach strategy to promote open scholarship services across campus, and recruit Queen's research from across disciplines for deposit into open repositories.
- Collaborate with OSS colleagues to inform the development of and promote, through outreach, an integrated suite of research services that support the open management of digital research and scholarship throughout the research lifecycle.
- Collaborate with library and campus colleagues to build shared capacity supporting scholarly publishing and to educate researchers on best practices, and funder and publisher requirements for Scholarly Publishing and RDM.
- Work with OSS members to integrate Indigenous data principles, including the First Nations Principles for Ownership, Control, Access, and Possession (OCAP), into our research data services.
- Through project work, outreach, instruction, and consultation, advise and support Queen's researchers on appropriate services and tools related to RDM and Scholarly Publishing.

- Assist researchers to navigate the processes and publication stages of the research lifecycle, including compliance with Open Access policy requirements, continuing/long-term access through repositories and sound digital asset management practices.
- Utilize library platforms to make research and scholarship openly available, understand traditional and Open Access publishing models and copyright issues.

Key Responsibilities

- Review and contribute to the enhancement of library, and OSS Scholarly Publishing and RDM materials and initiatives for faculty outreach and engagement.
- Support the development of recommendations to increase faculty engagement with RDM and Scholarly Publishing and supporting OSS services.
- Develop recommendations to integrate Indigenous data principles into the library's RDM services.
- Serve as a resource to the Queen's RDM Implementation Committee (RDMIC).
- Develop recommendations to guide the work of a SWEP student to support the RDMIC.

Learning Outcomes

During this internship, the intern will:

- Demonstrate and develop teamwork, interpersonal skills, and communication skills.
- Learn about best practices for RDM and Scholarly Publishing.
- Learn about current engagement and outreach efforts for existing RDM and Scholarly Publishing services at Queen's.
- Develop and promote new coordinated services to support the goals of the RDMIC.
- Take learning modules and participate in webinars on RDM and Scholarly Publishing through the library and partner organizations. Through their work with the library and the RDMIC they will be exposed to and participate in an ongoing and coordinated effort to educate and support researchers to manage their research data effectively and to meet the requirements of the Tri-Agency RDM Policy and the Tri-Agency Open Access Policy for Publications.
- Learn about exceptions to Open Scholarship including the First Nations Principles for OCAP.
- Participate in office hours and campus events (virtual or in-person) promoting best practices in RDM and Scholarly Publishing. The student will have a unique experience and opportunity to gain a working knowledge of the Tri-Agency's RDM Policy and learn about local, regional, and national tools, policies, and initiatives that support the burgeoning field of RDM in Canada and internationally.

Desired Qualifications

- Excellent interpersonal, organizational, oral and written communication skills.
- Experience or willing to learn best practices in providing outreach, consultation, and instruction to a range of researchers (faculty, students, staff).
- Experience or willing to learn best practices with web technologies and content management systems.

- Strong service philosophy and a commitment to effective user experience.
- Demonstrated ability to work effectively in both team-based and self-directed environments, and collegially and cooperatively within and across organizations with a diverse range of stakeholders.
- Demonstrated ability or willingness to learn best practices to win the trust and confidence of faculty and other stakeholders.
- Ability to work closely with others in a rapidly changing environment that supports the vision of the library with a shared allegiance to common goals and a 'learning organization' philosophy of continuous staff development, engagement, and teamwork.
- Knowledge of, or willingness to learn the Tri-Agency Open Access Policy on Publications, the Tri-Agency Statement of Principles on Digital Data Management and Tri-Agency RDM Policy.