Queen’s Doctoral Internship in University Administration (QDIUA)

Job Description Template

Office/Department/Program: Queen’s University Library,

Hiring Coordinator: Mark Swartz, Scholarly Publishing Librarian

Hiring Coordinator Email: mark.swartz@queensu.ca

Job Title: Scholarly Publishing Intern

Number of Positions: 1

Fellowship Mentor (if identified at this time): TBD

Brief Description of Your Unit/Organization:

Digital Initiatives and Open Scholarship (DIOS) is responsible for a set of interrelated services, systems and tools connecting users with rich and varied information resources and services, and for developing a culture and services that encourage the sharing, as openly as possible, of digital scholarly resources and research outputs throughout the research lifecycle.

The department is responsible for technical leadership and the planning, development, delivery, evaluation and support of high-quality user-centered digital library services, particularly in the areas of web development, information systems and support, and managing the library’s hardware and software infrastructure. DIOS provides leadership, support and technical expertise to staff involved in the planning and use of campus information systems such as the institutional repository, digital asset management, research data management and digital scholarship initiatives. 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

Working closely with the Scholarly Publishing Librarian, the scholarly publishing intern will support publishing at Queen’s through the completion of three distinct projects. The time will be shared among these projects, with the addition of mentorship and learning opportunities that will be guided by the Scholarly Publishing Librarian and the other members of DIOS and supported by the Queen’s University Library. This may include relevant workshops, training, and relevant conferences or events, including participation in the planning of the I @ Q Undergraduate Research Conference.
The three main projects will be:

1. **Reviewing how Article Processing Charges are paid across the campus.** Working with the Special Projects Manager, Internal audit, you will assist with the completion of a review of how Article Processing Charges (APCs) are purchased across the university. The objective of this review is to ascertain both the quantity and amount of article processing charges paid by Queen’s researchers to publish open access (OA) in journals. This review will also aim to identify which units pay APCs and the methods by which APCs are paid by these units. This project is important as the scholarly publishing landscape is shifting rapidly from “pay-for-access” to “pay-to-publish” models, and the university needs an informed picture of what is happening at Queen’s in order to ensure that the services that we provide meet the needs of our researchers.

2. **Enhancing the profiles of researchers at Queen’s.** Researchers at Queen’s have a wide variety of tools at their disposal to track and showcase their research, including TRAQ, the Research Discovery Network, QSpace, ORCID, the Canadian Common CV, among others. This project will examine key functionality of these tools, exploring potential synergies and integrations, and developing best practices for showcasing both public and institutionally facing research profiles. The project will include assistance in planning and managing the Inquiry@Queen’s (I@Q) conference (February 2023) that showcases undergraduate researchers.

3. **Examining and enhancing the Open Publishing Services offered through the library.** The QUL currently supports 25 scholarly journals, one scholarly book press, and two grant programs (one for the development of Open Educational Resources (OERs) to be used in courses-of-study at Queen’s and another to fund subventions required for publishing SSHRC-funded monographs). In this project you will consult with users of one or more of these services to report and recommend on how the library could improve and enhance the support being offered to the groups.

**Key Responsibilities**

- Review and contribute to the enhancement of Scholarly Publishing services offered through the library through the completion of the projects listed above.
- Serve as a resource to committees such as the I @ Q Organization Committee, the Scholarly Communications Working Group, and the OER Grant Working Group.

**Learning Outcomes**

During this internship, the intern will:

- Demonstrate and develop teamwork, interpersonal skills, and communication skills.
- Learn about best practices and trends in Scholarly Publishing in higher education.
- Learn about current engagement and outreach efforts for existing Scholarly Publishing services at Queen’s.
- Take learning modules and participate in webinars on Scholarly Publishing through the library and partner organizations.
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.