Opportunity Title: National Transportation Library (NTL) Collection Analysis and Digital Preservation Fellow

Opportunity Reference Code: USDOT-2019-0004

Organization	U.S. Department of Transportation (DOT)
Reference Code	USDOT-2019-0004
How to Apply	A complete application consists of:

- An application
- Transcripts – <u>Click here for detailed information about acceptable transcripts</u>
- A current resume/CV, including academic history, employment history, relevant experiences, and publication list
- Two educational or professional references

All documents must be in English or include an official English translation.

If you have questions, send an email to USDOT@orau.org. Please include the reference code for this opportunity in your email.

Description

Join the National Transportation Library (NTL) and be offered an opportunity to gain hands-on learning and skills in collection analysis and digital preservation, relating to transportation. The Fellow will learn to use Tableau to create and analyze NTL Collections and create bibliometric dashboards. The Fellow will learn how to identify, evaluate, and process legacy content of historical significance for long term digital preservation. Content may include audio files, research datasets, reports, still images, and memos. The Fellow will learn to migrate formats as needed to preserve usefulness, apply metadata, and add to transportation collections in NTL's digital repository.
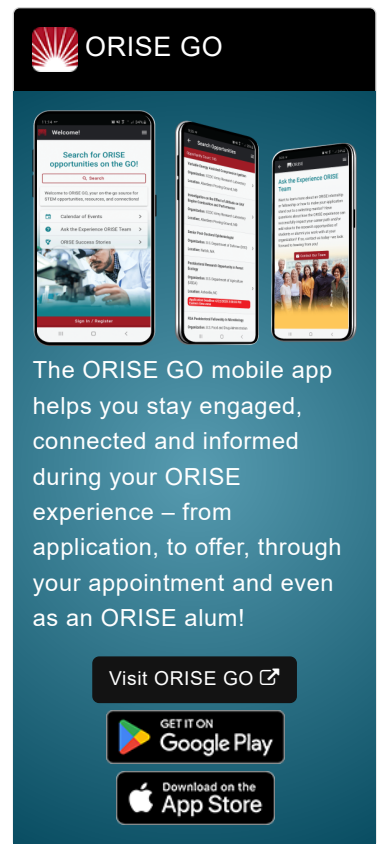
The Fellow will also have the opportunity to collaborate with NTL staff on new projects and initiatives as they arise.

Under the guidance of a mentor, opportunities to gain skills and experience may include:

- Operating a digital repository;
- Assessing records for duplication, metadata quality and adherence to NTL metadata policy;
- Creating finding aids;
- Collaborating with NTL Metadata Librarians on authority control projects, such as improving the integration of digital object identifiers into NTL systems;
- Participating in workflow assessment for web-archiving;
- Collaborating with NTL Digital Librarian and NTL Data Curator to develop a policy for transportation web content and identify best practices using Internet Archive's Archive-IT service;
- Assisting in furthering NTL's social media efforts to promote library resources and services;
- Cloud computing;
- Data dictionary and mediated submission application development.

The selected candidate will receive a stipend as support for living and other expenses during this appointment. Stipend rates are determined by DOT officials and are based on the candidate's academic and professional background. The candidate may also be eligible to receive a health insurance allowance and reimbursement for travel expenses. This appointment is full-time (40 hours per week) for one year and may be extended in increments of one year, up to three years total, contingent upon project needs and funding availability.

ABOUT BTS & NTL: The U.S. Department of Transportation's (USDOT) Bureau of Transportation Statistics (BTS) is the Principal Federal Statistical Agency that provides objective, comprehensive, and relevant information on the extent and use of the Nation's transportation system, how well the

system performs, and the effects of the system on society and the environment. The National Transportation Library (NTL) operates within BTS, maintaining, facilitating access to and preserving statistical and research information and data needed for transportation decision-making at the Federal, State, and local levels. NTL also coordinates with public and private transportation libraries and information providers to improve information and data sharing among the transportation community. Established in 1998, NTL maintains a substantial presence in a born-digital library. NTL has recently moved in the preservation and dissemination of digital datasets. NTL's website http://ntl.bts.gov/ has additional information about the library.

This program, administered by ORAU through its contract with the U.S. Department of Energy (DOE) to manage the Oak Ridge Institute for Science and Education (ORISE), was established through an interagency agreement between DOE and DOT. The initial appointment is for 12 months but may be renewed upon recommendation of DOT and is contingent on the availability of funds. **The participant will receive an annual stipend of approximately $65,000 commensurate with educational level and experience, in additional to a health insurance supplement of $4,800; professional development allowance of $2,500, and a relocation allowance of $2,000.** Proof of health insurance is required for participation in this program. The appointment is full-time in the Washington, DC area. Participants do not become employees of DOT, DOE or the program administrator, and there are no employment-related benefits.

Desired Appointment Start Date: June 1, 2019.

Qualifications

The qualified candidate must have received a master's degree in Library science, Information science, or a related field, with a focus on collection analysis, digital preservation, computer programming or similar skills. Degree must have been received within three years of the appointment start date.

Preferred skills:

- Coursework and/or experience in collection analysis, data analysis, digital preservation, metadata, cataloging, data services, computer programming, indexing, information literacy, instructional technology, outreach, and/or communications.
- Demonstrated ability to meet established deadlines with products that reflect professionalism.
- Experience with program evaluation, project management, and/or needs assessments.
- Demonstrated ability to transform information and data into documents, reports, and similar products that tell a compelling story.
- Experience analyzing data to identify patterns and trends.
- Experience presenting results in a clear, effective, and attractive manner to inform next steps.
- Strong written and verbal communications skills.
- Excellent communication, organizational, and analytical skills.
- Ability to work across various offices, work units, and organizations to obtain information, collaborate on data-related projects, and validate findings and conclusions.
- A self-starter with the ability to perform with limited supervision and changing outcome goals.

Eligibility Requirements

- **Citizenship:** U.S. Citizen Only
- **Degree:** Master's Degree received within the last 36 month(s).
- **Discipline(s):**
  - **Computer, Information, and Data Sciences** (16 👁)
  - **Other Non-Science & Engineering** (1 👁)