

Project Assistant

Project Description

A Project Assistant will be hired to work with the director and other senior personnel of iDigBio to ensure efficient and effective completion of project goals and objectives. The project assistant will be responsible for day-to-day operations, organize workshops and working groups focused on relevant topics; organize meetings of internal and external review boards and committees; prepare and submit reports to NSF and others as requested; ensure that results are disseminated to the scientific community; promote and coordinate outreach activities for research, education, and other downstream users of collections data; document use of digitized collections data; develop, execute, and monitor a plan to manage conflicts of interest for the project; prepare for site reviews to determine the effectiveness of the national resource and its value to the scientific community; and perform other relevant tasks as requested by the project administrators.

Essential Functions

Develop and maintain lines of communication at various levels, including providing information as requested by users of biological collections data, referrals to experts working in various offices of ADBC, and interacting with media seeking information and testimony on project goals and progress: 25%.

Develop and maintain websites for iDigBio and ADBC. To include news items and announcements as well as links to information and related projects: 15%.

Disseminate information relevant to digitization and project progress via emails, newsletters, and social networks to the scientific community and users of biological collections data. To include announcements, news items, and information on related national and international projects: 10%.

In consultation with project administrators, organize workshops and working groups to accomplish goals of ADBC. Each 4-5 day workshop will involve 20-30 participants, a facilitator and a small team of expert mentors and independent stakeholders. Specific topics to be covered in these activities will be identified by the Advisory Board, but are likely to include topics such as novel digitization tools, data discovery from digital media, robotics, and data preservation and archiving infrastructure: 20%.

In consultation with project administrators, organize meetings of, and arrange travel for, the Advisory Board, to include senior management and 10-15 representatives from the biological collections community. Board will include at least one member from each participating institution, with membership on the Board changing as funded institutions change. The Board will include representatives of large and small institutions, with

emphasis on individuals knowledgeable about collections digitization, including the development of appropriate technology and standards as well as training activities necessary to produce the ADBC network. . Travel and other funding required by the Committee will be provided by iDigBio. Annual reports of this committee will be posted on the iDigBio website by the project assistant: 10%.

In consultation with project administrators, organize meetings of, and arrange travel for, the External Advisory Committee, consisting of 4-6 individuals. To include scientists and other individuals familiar with biological collections, associated data and downstream users, and established during the first year to assess the progress and evaluate strategies developed by Senior Management and the Advisory Board. Travel and other funding required by the Committee will be provided by iDigBio . Annual reports of this committee will be posted on the iDigBio website by the project assistant: 5%.

Assist project manager and IT expert in documenting use of digitized collections data for research, education, and outreach activities by soliciting information on what, where, and how data were used at each institution collaborating in the project. Project assistant will develop methods for recording, analyzing, and presenting these data in reports. 5%.

Prepare and submit quarterly and annual reports on progress to NSF and others; formats to be determined: 5%.

Qualifications

Formal training and/or experience necessary to organize and manage resources for the successful completion of project goals and objectives. Familiarity with information technology projects, website development, workshop organization and use of biological collections in research and education is beneficial.