Scientific Metadata Technician

Axiom Data Science is recruiting to fill a part-time position to assist with the creation of robust, high-quality scientific metadata. This position will perform various metadata tasks for several integrated ecosystem research programs associated with Axiom Data Science and the Alaska Ocean Observing System (AOOS). The primary responsibility of this position will be to use existing documents and reports in conjunction with direct contact with scientists to create detailed, standards-compliant metadata records. Other related responsibilities will include reviewing and evaluating the quality and completeness of metadata written by scientists; communicating recommended metadata quality improvements, and making such improvements when needed; maintaining records of project metadata status and progress; and coordinating with other metadata staff, scientists, and program managers. Depending on the applicant's interests and skills, other responsibilities may include creating or updating data management plans; assisting with the salvage, manipulation, and documentation of historical data sets; and improving metadata documentation for data products created from satellites or environmental models.

Requirements for this position include:
- Progress towards a Bachelor's Degree with coursework in physical, biological, or environmental sciences
- Experience with standardized metadata (MARC, RDA, CSDGM, exif, Dublin Core, etc.)
- Familiarity with responsible data management practices
- Excellent written and verbal communication skills, especially regarding technical information
- Self motivated, independent, and flexible
- Must be comfortable contacting and working with scientists to assist with metadata generation

Preferred Qualifications include:
- Bachelor's Degree in ecological, oceanographic, physical, or biological science
- Experience with standard scientific metadata formats (CSDGM, ISO 19115, EML, Darwin Core, ncml, etc.)
- Coursework completed towards a Master's Degree in library science or a related scientific discipline, or related coursework or experience related to digital preservation
- Experience finding and using data from online repositories
- Familiarity with data management requirements of funding organizations (NSF, NOAA, NASA, BOEM, EVOSTC, NPRB, etc.)
- Experience with multiple common data formats for collection, analysis, and preservation

Applicants should be reasonably tech-savvy, familiar with standard productivity tools, and not afraid to learn new tools and applications.

Axiom Organizational Profile

Axiom Data Science is a cyberinfrastructure and informatics firm working towards building a better understanding of society and the environment by increasing the accessibility, reuse, and impact of scientific data. We specialize in developing data management systems, intuitive web-based data portals, and scalable solutions for organizing and analyzing large amounts of complex heterogeneous data. Axiom is based in Anchorage, AK and has satellite offices in Portland, OR and Providence, RI.

http://axiomdatascience.com/about/

Compensation

The Metadata Assistant is expected to be a one-year position from October 2017 through August 2018 with approximately 10-20 hours per week. Compensation isf $20.00/hour. Depending on the skills, interests, and availability of the selected applicant there is potential for more work irregularly throughout the year.

Please send a cover letter, resume, writing sample, and three references by September 8th to:

Chris Turner
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