Production Assistant for Repository Services

The Ohio State University Libraries publishes and hosts Open Access journals, archives the research and scholarship of campus partners, and promotes the open sharing of scholarly works created by Ohio State faculty, staff, and students. The Production Assistant for Publishing Services reports to the Production Services Manager and helps support the dissemination of research, scholarship, and creative expression in alignment with the Libraries strategic directions. The Production Assistant for Publishing Services assists with established production services for Open Access publishing in the Libraries and performs production work for publishing services across multiple software platforms (e.g. DSpace, Open Journal Systems, WordPress), on multiple simultaneous projects. The Publishing and Repository Services unit includes a team of one librarian, three staff members, and student employees. The position requires attention to detail, sound judgment and decision making, and knowledge of related and applicable software programs. Specific responsibilities include: perform production tasks including layout editing, data input, and DOI registration; design, implement, and document workflows for multiple concurrent production projects; monitor and ensure the quality of data input; provide publishing software technical support for editors and creators of digital content; track projects in project database; schedule and supervise the production work of student assistants. The Production Assistant for Publishing Services consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of the Research & Education unit. All other duties as assigned.

Required Experience:

B.A./B.S. in Information Science, Communications, or Art/Humanities or other appropriate field or an equivalent combination of education and experience; approximately 1-2 years of demonstrated experience with HTML and Microsoft Word; familiarity with publishing process; excellent organizational skills; excellent attention to detail; ability to assist with projects under minimal supervision and to meet deadlines; excellent verbal and written communication skills.
Desired Education and Experience:
Experience with managing metadata; experience with workflow development; experience with CSS, or XML; familiarity with accessibility standards and workflows to make PDF and web content accessible; creativity and flexibility in using technology to solve problems; supervisory experience.

Pay Range:
$19.51 to $21.63 an hour.

Application:
Please submit resume, cover letter, and online application at https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Production-Assistant-for-Publishing-Services_R47706 by application deadline May 19, 2022.

The Ohio State University is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.