Project Assistant

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.