Working Title: Natural History Museums Data Manager

Official title: SR INFORM PROC CONSLT(S44BN) or INFORM PROCESS CONSLT(S44DN) or ASSOC INF PROC CONSLT(S44FN)

Degree and area of specialization: Bachelor's Degree in Computer Science, Informatics, Natural History or substantially related field.

Minimum number of years and type of relevant work experience: Required:
- 1 year or more of working knowledge of and experience with relational database management systems (e.g., MySQL), server management (Linux of Windows), adoption and installation of open-source code, web interface design, and basic programming skills
- Strong communication skills and a demonstrated ability to communicate effectively with both technical and non-technical colleagues

Preferred:
- Experience with Specify and/or Symbiota
- Experience with data management of Natural History Collections

Position Summary:
The Information Processing Consultant (IPC) will work with a team of faculty, academic staff, and students located across the university who manage diverse collections of natural history museum specimens. In particular these include the collections of Anthropology, the Wisconsin State Herbarium (Botany), the Geology Museum (Geoscience), the Insect Research Collection (Entomology), and the Zoological Museum (Integrative Biology). Each of these museums maintains an independent database of specimen records, images, maps, and metadata, but they are not formally integrated. In order to achieve that goal of a unified UW natural history museums data portal for the entire campus and public, the IPC will advise the curatorial staff with regards to hardware / software installation, data migration, and development of a public user interface, ideally taking advantage of available biodiversity informatics platforms currently in use by the natural history museums community (e.g., Specify and/or Symbiota). The ability to communicate to a team of individuals who have varying and limited IT backgrounds is essential.

Principal duties:
50% - Data Portal Development
- Development of the UW-Madison Integrated Museum Specimen Data Portal
- Hardware purchase and installation, as necessary
- Software installation and updating
- Installation and maintenance of a web server (e.g. Apache HTTP server)
- Incorporating existing open-source programming code, with modifications as needed, into a customized data portal
- Making use of existing expertise and resources both on and off campus that are available to the broader natural history museums community (e.g., iDigBio best practices, Darwin Core data exchange standards, contact with the developers of Specify and/or Symbiota)

30% - Data Management
- Migration of existing specimen data into a contemporary biodiversity informatics data platform(s)
- Data cleaning as necessary
- Troubleshooting errors in database field mapping

20% - Training, Outreach, & Sustainability
- Training curatorial staff in the use and maintenance of the museum data portal
- Working closely with existing IT staff affiliated with the primary museums
- Providing advice on sustainability of the final product
Additional Information:
Position may be extended up to 2 years depending on funding and project needs.
A criminal background check will be conducted prior to hiring.

A period of evaluation will be required

Employee class: Academic Staff
Department(s): L&S/BOTANY
Full time salary rate: Minimum $45,000 ANNUAL (12 months) Depending on Qualifications
Term: This position will end on June 30, 2019
Appointment percent: 80% - 100%
Anticipated begin date: December 1, 2017
Number of positions: 1

Department Contact:
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Phone: 608-263-2473
Phone TTY: N/A
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Email:

HOW TO APPLY:
Please click on the Apply Now button to start the application process.

An applicant may be hired into the Associate Information Processing Consultant, Information Processing Consultant, or Senior Information Processing Consultant title dependent upon experience. Title will be determined upon hire.

For questions on the position contact: Julie Olson Paul at jkolson2@wisc.edu.

To apply for this position, you will need to upload a cover letter, resume and contact information for at least three professional references, including your current supervisor. References will not be contacted without advanced notice.

Your cover letter should address your qualifications as they pertain to the minimum number of years and type of relevant work experience listed above.

To ensure consideration, application must be received by: November 22, 2017

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

For more information on the University of Wisconsin-Madison Office of Human Resources please see http://www.ohr.wisc.edu/
For more information on the University of Wisconsin-Madison see our home page at http://www.wisc.edu/
For UW Madison Campus Safety Information see http://www.students.wisc.edu/safety/