

**UNIVERSITY OF MARYLAND LIBRARIES
GRADUATE ASSISTANT POSITION DESCRIPTION FORM**

FOR LIBRARY HR USE ONLY –

Date Prepared: March 2023

Division: Digital Services and Technologies

Prepared by: Amy Swackhamer/Kate Dohe

Department: Digital Programs and Initiatives

Reports to: Amy Swackhamer,
Web Services Librarian

Position Title: Graduate Assistant,
Web Services

Position Type: Graduate Assistant (GA)

NATURE OF WORK:

The Web Services GA will assist with testing, configuration, and maintenance tasks for Libraries' web properties, particularly with transitioning sites from a legacy content management system into Drupal CMS and other selected platforms. The Graduate Assistant is responsible for researching, testing, and troubleshooting aspects of the Libraries' web platforms as assigned; contributing to procedures, documentation, and workflows for the management of web properties; and carrying out maintenance, configuration, and review activities to ensure the Libraries' web systems are reliable and accessible. This position will use platforms including the Drupal content management system, SiteImprove website assessment tools, and Jira project and issue tracking software.

The Web Services GA will report to the Web Services Librarian and work closely with the Web Services Librarian, the Senior Software Developer for the websites, and other personnel in the Digital Projects and Initiatives (DPI) and Software Systems Development and Research (SSDR) departments. The Web Services GA is an active member of the DPI department, and as such may be involved in work supporting a range of departmental programs and properties.

DUTIES AND RESPONSIBILITIES:

- Building Drupal website menus, pages, and content across multiple web properties managed by the Libraries.

- Supporting web property migration projects by contributing to documentation updates, acceptance testing, custom site configuration, and content review.
- Website regression testing using specified criteria to methodically check functionality of the content management system on sites that are being built or upgraded, and recording the findings of testing.
- Participating in content upkeep including resolving broken links, applying UMD Libraries' content standards, accessibility remediation, and other maintenance and quality improvement activities.
- Contributing to providing training and consultation to Libraries' personnel across departments in the use and best practices of our content management systems and related tools.
- Assisting Digital Programs and Initiatives team members in research, experimentation, and testing to support UMD Libraries' web platforms.
- Helping create, gather, and manage policies, procedures, and workflow documentation relevant to web platform management.
- Collaborating with DPI personnel to support user experience research, accessibility review, and other usability analysis of the department's systems, including scheduling participants for user research.
- Performing other duties supporting Digital Programs and Initiatives, as assigned.
- Supporting relevant special projects beyond Digital Programs and Initiatives if needed, such as the Libraries' intranet migration project

PHYSICAL DEMANDS: Normal office duties

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS (Knowledge, skills, and abilities):

EDUCATION:

Required: Must be a student enrolled in a degree-seeking graduate program in the iSchool at the University of Maryland.

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):

Required

- Familiarity with HTML
- Experience using and customizing a website content management system
- Attention to detail
- Excellent written and verbal communication skills

Preferred

- Experience editing content in Drupal
- Familiarity with website accessibility standards
- Experience writing and maintaining HTML or CSS
- Knowledge of at least one scripting language (such as JavaScript)
- Experience with collaborative project management

Employee's Signature _____ **Date** _____

Print Employee's Name _____

Supervisor's Signature _____ **Date** _____

***Note: Asterisk indicates these are essential job functions.**

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