Georgia State University

Job Specification

Job Title: Digital Asset Archivist

BCAT Code: 09IX34
Pay Grade: G11  FLSA Status: Exempt
Effective Date: June 1, 2011
Revision Date: July 1, 2013

General Description
Oversees all archival and digital asset management of the University Relations material and its distribution throughout the University.

Examples of Duties
- Leads the effort to create a new Digital Asset Management system to distribute University Relations digital assets throughout the University.
- Manages a project from evaluation to implementation, which includes the master timeline.
- Provides initial and on-going system training for users of Digital Asset Management (DAM) across campus.
- Responds to user questions and/or requests.
- Performs system administration duties, such as user rights management, assigning passwords, troubleshooting systems problems, and creating user reports.
- Coordinates the collection of assets for input.
- Ensures the effective organization of assets in the system.
- Maintains the asset documentation and coordinates updates with Creative Services and the Communications teams.
- Creates, edits, and enhances asset metadata.
- Reviews and tests metadata created by outside vendors.
- Oversees the design of the user website and updates the access page for the user website.
- Initiates regular communication with asset management vendors and Information Systems (IS&T) liaisons.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Working knowledge of basic Microsoft Office applications, online application, imaging technology and electronic databases.
- Must be technology savvy, detail oriented, and organized.
- Higher education or corporate experience with digital libraries desired.
- Experience with system administration and online applications is preferred.
- Experience with basic Hyper Text Markup Language (HTML) web design skills for designing access to DAM websites a plus.
- Effective oral and written communication skills.

Minimum GSU Hiring Standards
Bachelor’s degree in Library Science, Archive Management, Communications, Information Systems, or a related field and three years of project management experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section