



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——数字服务专员

所属部门：图书馆

汇报机制：图书馆馆长

岗位职责：

1. 负责温州肯恩大学机构知识库 WIRE 的数字资源建设，所使用平台为 DSpace-CRIS。
2. 规划、建设和维护图书馆数字系统和数字平台，包括数字机构知识库、下一代服务集成系统、数据可视化服务和数字学术服务平台等。
3. 探索新的图书馆集成服务系统和发现系统、日常维护数据库配置、服务器配置和网站建设等提供技术支持。
4. 担任指定学院的学科联络员，负责图书馆信息服务和学科数据库方面的介绍和咨询工作。
5. 完成部门交办的其他任务。

招聘必备条件：

1. 硕士及以上学位。
2. 大学英语六级 520 分及以上或托福 90 分及以上或雅思 6.5 分及以上，能够很好的完成英语口语和书面上的工作沟通。
3. 具备工作上的专业素质和职业素养，具备学习新技能的能力。
4. 掌握 MS Office、Adobe、或者其他数据可视化和统计软件的技能。

招聘优先条件：

1. 硕士学位为图书馆学、数字人文、信息科学、软件工程或计算机科学等相关专业优先考虑。
2. 美国图书馆协会认证的图书馆和信息科学学位优先考虑。
3. 具备 HTML5、CSS、JavaScript、Python、Perl、SQL 和 PHP 的编程技能。
4. 有电子数据库或者网站建设的相关经验。
5. 海外留学或者海外工作背景。



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Job Description – Digital Service Specialist

Department: Library

Report to: Library Director

Responsibilities:

1. Take the lead in the resource development of WKU's Institutional Repository WIRE using DSpace-CRIS.
2. Research, plan, develop, and maintain WKU Library's digital services platforms and systems, including the DSpace-based Institutional Repository, future-planning digital submission and publishing systems, next-generation integrated systems, data visualization, the current digital learning service, and digital research service.
3. Maintain and provide technical support to the Library integrated system, discovery service system, database configuration, digital server configuration, and website development.
4. Carry out the duties as a subject liaison to the assigned College or teaching departments, including information literacy teaching and research consultation.
5. Other assigned duties as needed.

Required Qualification:

1. Master's degree or above.
2. CET6 score 520 (TOFEL 90/ IELTS 6.5) or above, excellent communication in both oral and written English.
3. Demonstrated commitments to professionalism, work ethics, and coachability.
4. Working or practical knowledge of MS Office Suite, Adobe Suite, and related data visualization and statistical software.

Preferred Qualification:

1. Master of Library Science, Digital Humanities, Information Science, Software Engineering, Computer Science or other relevant majors.
2. Master's degree from American Library Association accredited library science programs.
3. Programming skills, including HTML5, CSS, JavaScript, Python, Perl, SQL, and PHP.
4. Experience and proficiency with electronic database and website development.
5. With overseas education background or abroad working experience.