LIBRARY AP POSITIONS AT A GLANCE

DATA COLLECTION

On September 1st, 2015, the Specialized Faculty Task Force received 67 Academic Professional (AP) job descriptions from Library HR. Positions with a start date on or after September 1st, 2015 therefore may not be represented in this analysis.

This analysis excluded AP positions in Library IT (21 positions), Library Business Office (3), Library Advancement (5), Facilities (1) and Library HR (1). As a result 36 AP positions were selected for analysis.

AP JOB DESCRIPTION FORMATS

The 36 job descriptions (JD) were in different formats and convey different information about the positions. The three different formats were:

- Format I: Long job descriptions that we use during searches. This is the most comprehensive format and has clear and detailed Required/Preferred qualifications.
- Format II: Principal Administrative Positions Exemption (PAPE) file. This format has brief information about Required/Preferred qualifications.
- Format III: Only show Responsibilities but no qualification information. It’s likely that for these positions the Required/Preferred are kept on a separate file (the more detailed descriptions has been requested for 4 positions and already received for 2 of the 4)

AP POSITIONS EDUCATION ATTAINMENT REQUIREMENT

Of the 36 job descriptions, 10 positions required master degree/graduate degrees; 2 positions required bachelor degrees AND graduate coursework; and 23 positions only required bachelor degrees. There are 2 positions for which we don’t yet have information on the required education level.

AP POSITIONS THEMES

Text analysis (Mallet/topic modelling) on the 36 AP job descriptions. Although not all job descriptions used the same format as explained above, some major themes (group of keywords) emerged thru topic modeling. There are three themes that appear more frequently as the primary themes in job descriptions. Please note that labelling text were given manually based the group of keywords and the matching AP positions.

Appears 4 times as primary themes -

Theme 1: Research Data (4 JD/Job Descriptions)

Group of keywords: data research gis analysis scholarly tools geospatial years researchers specialist manage librarian identify advanced effectively humanities htrc discipline dean hathitrust.

Theme 2: Archival Services (4 JD)

Group of keywords: archives archival reference access records policies procedures manuscripts science providing digitization prior visiting remote materials plans american student operations contribute
Theme 3: Cataloging/Content Management (4 JD)

Group of keywords: cataloging electronic acquisitions head access metadata resources formats control cam team standards maintenance national e-resources integrated foreign division primarily performs

Appears 3 times as primary themes -

Theme 4: Conservation

Group of keywords: collections conservation rare manuscript book special books include materials history supervisory includes and/or paper-based writing planning rbml issues collection excellent

Theme 5: Project/Collection Management

Group of keywords: coordinator project management processing access workflows facility materials goals storage ongoing incumbent collections specific relationships coordination stakeholders methods deadlines operations

Theme 6: Media

Group of keywords: media technology training commons undergraduate groups consultation web developing creating key grant based implementing workshops programming partners current teaching strategic

Theme 7: Teaching/Education/Research

Group of keywords: research information graduate faculty teaching units collection undergraduate state order visit preeminent candidate strongest closing communities professionals undergraduates education scholarly

Appears 2 times as primary themes -

Theme 8: Outreach/Liaison

Group of keywords: projects description head outreach visual production school works liaison high meet laboratory include research maintains image unit coordinate updated revised

Theme 9: Digital Preservation

Group of keywords: digital preservation content creation reformatting standards familiarity quality project closely unique practices items files enhancing and/or minimum photography images

Theme 10: Coordinator/Manager

Group of keywords: ability system software manager setting functions employees documentation circulation large perform regular researcher database coordinate purchased workflow written understanding patron

METHODS

The software used for text analysis (Mallet) is default to select 10 themes on any given set of documents (in this situation, the job descriptions). We can increase/decrease the themes if we prefer. However, I found that if I set the limit to 10 themes, the uniqueness between the themes (group of keywords) became vague and therefore not informative. Increasing the number of themes was also inefficient as there were only 36 job descriptions being analyzed. Therefore I set the software to analyze for 20 themes, but list only the first 10 above.