Opportunity Title: National Transportation Library (NTL) Data Management/Data Curation Fellow

Opportunity Reference Code: DOT2018-07

Organization	U.S. Department of Transportation (DOT)
Reference Code	DOT2018-07
How to Apply	A complete application consists of:

- An application
- Transcripts – <u>Click here for detailed information about acceptable transcripts</u>
- A current resume/CV, including academic history, employment history, relevant experiences, and publication list
- Two educational or professional references

All documents must be in English or include an official English translation.

If you have questions, send an email to <u>USDOT@orau.org</u>. Please include the reference code for this opportunity in your email.
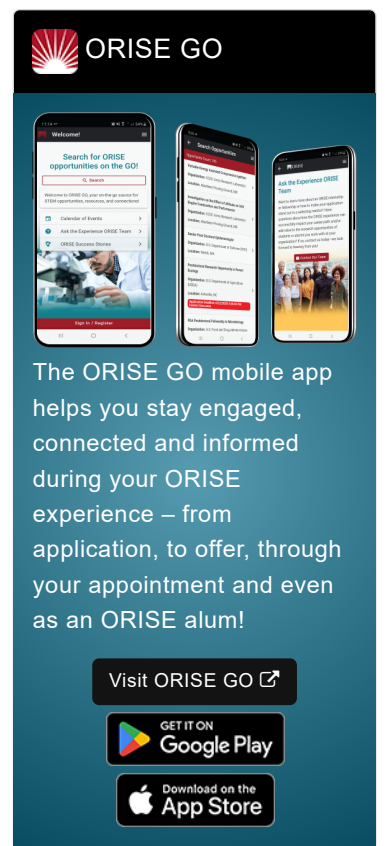
Description   Joining the Data Curation and Data Management (DCDM) team at the National Transportation Library (NTL), the selected participant will be offered an opportunity to gain hands-on learning and skills in data management and data curation best practices, relating to transportation data, including aviation data produced by the BTS offices and US DOT funded researchers. The Fellow will learn to create and evaluate data management plans; craft data curation standards, operating plans and policies. The Fellow will learn how to catalog datasets for preservation, conduct data format migration and be exposed to other data services; all within the context of providing access to an entire research or statistical package which will contain data and reports.

As the NTL DCDM program is still evolving, the Fellow will also have the opportunity to collaborate with NTL staff on new projects and initiatives as they arise.

Under the guidance of a mentor, opportunities to gain skills and experience may include:

- Applying data management best practices to high-value transportation datasets, including aviation data;
- Using national and international standards to author metadata documentation;
- Programmatically minting persistent identifiers for datasets;
- Migrating and curating legacy datasets;
- Documenting and cataloging data packages;
- Operating a digital repository;
- Engaging in data management and curation outreach across the US DOT.

The selected candidate will receive a stipend as support for living and other expenses during this appointment. Stipend rates are determined by DOT officials and are based on the candidate's academic and professional background. The candidate may also be eligible to receive a health insurance allowance and reimbursement for travel expenses. This

appointment is full-time (40 hours per week) for one year and may be extended in increments of one year, up to three years total, contingent upon project needs and funding availability.

ABOUT BTS & NTL: The U.S. Department of Transportation's (USDOT) Bureau of Transportation Statistics (BTS) is the Principal Federal Statistical Agency that provides objective, comprehensive, and relevant information on the extent and use of the Nation's transportation system, how well the system performs, and the effects of the system on society and the environment. The National Transportation Library (NTL) operates within BTS, maintaining, facilitating access to and preserving statistical and research information and data needed for transportation decision-making at the Federal, State, and local levels. NTL also coordinates with public and private transportation libraries and information providers to improve information and data sharing among the transportation community. Established in 1998, NTL maintains a substantial presence in a born-digital library. NTL has recently moved in the preservation and dissemination of digital datasets. NTL's website http://ntl.bts.gov/ has additional information about the library.

The USDOT is actively reviewing applications and is looking to fill positions as soon as qualified applicants are identified.

This program, administered by ORAU through its contract with the U.S. Department of Energy (DOE) to manage the Oak Ridge Institute for Science and Education (ORISE), was established through an interagency agreement between DOE and DOT. The initial appointment is for 12 months, but may be renewed upon recommendation of DOT and is contingent on the availability of funds. **The participant will receive an annual stipend of approximately $60,000 commensurate with educational level and experience, in additional to a health insurance supplement of $4,800; professional development allowance of $2,500, and a relocation allowance of $2,000.** Proof of health insurance is required for participation in this program. The appointment is full-time in the Washington, DC area. Participants do not become employees of DOT, DOE or the program administrator, and there are no employment-related benefits.

Qualifications Applicants will have a Master's degree in Library Science, Information Science, or related field, with a focus on data curation, data management, or similar skills.

Preferred skills include:

- Coursework and/or experience in data curation, data management, metadata, cataloging, data services, indexing, information literacy, instructional technology, outreach, and/or communications.
- Demonstrated ability to meet established deadlines with products that reflect professionalism.
- Experience with program evaluation, project management, and/or needs assessments.

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- Demonstrated ability to transform information and data into documents, reports, and similar products that tell a compelling story
- Experience analyzing data to identify patterns and trends.
- Experience presenting results in a clear, effective, and attractive manner to inform next steps.
- Strong written and verbal communications skills.
- Excellent communication, organizational, and analytical skills.
- Ability to work across various offices, work units, and organizations to obtain information, collaborate on data-related projects, and validate findings and conclusions.
- A self-starter with the ability to perform work with limited supervision and changing outcome goals.

Eligibility Requirements

- **Citizenship:** U.S. Citizen Only
- **Degree:** Master's Degree received within the last 60 month(s).
- **Discipline(s):**
  - **Computer, Information, and Data Sciences** (16 👁)
  - **Other Non-Science & Engineering** (1 👁)