Data and Information Specialist for the Social Sciences
Center for Digital Liberal Arts (CDLA)

Occidental College is a small rigorous liberal arts institution at the edge of Los Angeles with a curricular emphasis on social justice, community-based learning, and global citizenship. The Center for Digital Liberal Arts (CDLA) http://cdla.oxycreates.org/ at Occidental helps to prepare Oxy's diverse and talented students for a rapidly changing world through a variety of programs and offerings, including research support for students and faculty, digital media production tools and software, and professional development for faculty in digital pedagogy and scholarly communication.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The CDLA seeks to expand our support for both qualitative and quantitative modes of inquiry across the social sciences through a focus on data curation, sharing, and analysis. We seek a colleague who will:

- Collaborate directly with social science faculty to shape student learning goals, participate in related grant and funding opportunities, and inform assessments of student learning.
- Research and develop best practice in digital pedagogy and instructional design in the social sciences.
- Work with relevant academic departments and academic support units (e.g., the Center for Academic Excellence and the Academic Mastery Program) on ongoing efforts to develop data and computational literacies across the curriculum.
- Develop and instruct advanced workshops and advise students about research resources, methods, and scholarly practices across the social sciences, addressing information, geospatial, media, and statistical fluencies.
- Supervise and mentor student workers.
- Provide research and insight to the Library and Information Technology Services on emergent social science resources, identify and advocate for learning space, software, hardware, and other resource needs specific to the social sciences.
- Track emerging trends in pedagogy and technology across the social sciences; experiment with new approaches to scholarly content creation and presentation.
- Assess work activities, analyze evaluative data, and compile and report same – as required.
- Oversee and participate in a range of relevant special projects.
- Other duties as assigned.

QUALIFICATIONS

- We value experience and ideas over formal credentials, but expect that a successful candidate will hold a Master's or Doctoral degree in a relevant social science field or in library and information sciences
- Working knowledge of social science research practices and methods; demonstrated expertise using a range of social science data and information resources; experience with data visualization, geospatial, and statistical tools (e.g., R, SPSS, ArcGIS, Python, statistical analysis software, etc.)
- 3-5 years' experience in an academic setting providing teaching, technology and/or student/faculty research support in the social sciences; familiarity with liberal arts educational models preferred.

- Must have a strong commitment to serving a diverse set of faculty and students
- Excellent project management, communication and presentation skills.
- Demonstrated ability to work effectively and creatively as a team member or independently.
- Proactive, intellectually curious, and self-motivated learner.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to **resumes@oxy.edu.**

Rolling review of applications begins immediately. Position is open until filled.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.