World Data System International Technology Office Technical Assistant Co-op

Position Summary

Ocean Networks Canada (ONC) is a world-leading organization supporting ocean discovery and technological innovation. ONC is a not-for-profit society that operates and manages innovative cabled observatories on behalf of the University of Victoria that supply continuous power and Internet connectivity to various scientific instruments located in coastal, deep-ocean, and Arctic environments. ONC is also a member of the World Data System, a global consortium of data distribution centers under the auspices of the International Science Council. ONC is the physical host, along with the Canadian Astronomy Data Center and the University of Waterloo's Polar Data Catalogue, of the WDS International Technology Office (ITO). The ITO supports the contribution of WDS members to the global research data infrastructure.

Position Description

The ITO engages with WDS members and other partners on a range of issues associated with the development of digital research infrastructure. This coop position will support a range of projects, in particular, the coop will support the ITO Staff as they:

1. Create outputs as part of the RDA Global Open Research Commons (GORC) International Model WG,
2. Conduct a data prize that rewards innovative uses of WDS data and
3. Help organize and review existing roadmaps and strategic plans for WDS members and partner institutions.

Duties and responsibilities

The ITO Co-op will report to the Director of the ITO, and will work closely with an ITO research associate to:

1. Help organize meetings, create contact lists, keep meeting notes, draft slide decks, organize office email and prioritize questions from partners
2. Organize and summarize documents; contribute to profile development of WDS members and allied institutions
3. Update the ITO website content and promote ITO activity via social media
4. Participate in various working group meetings and weekly team standing meetings
5. Provide content for ITO reports
6. Other duties as assigned

Job knowledge requirements:

The ideal candidate will be a 3rd or 4th year undergraduate or graduate student in Library Science, Digital Humanities, Information Science, Computer Science or Software Engineering, Digital,
Humanities, Physics & Astronomy, Engineering, Mathematics & Statistics, Geography or Earth and Ocean Sciences or related fields with a sincere interest in the future of research infrastructures.

The candidate should have demonstrated experience in one or more of the following areas:

- Experience with or demonstrable interest in learning about web technologies and services for scientific data discovery and delivery, and the components of software, compute and data interoperability such as PIDs, semantic markup and APIs
- Ability to read and digest technical roadmaps and strategic plans
- Evidence of working in a community and team, public speaking and writing, specifically giving webinars and tutorials and developing content and resources on web technologies or data infrastructure and management processes
- Ability to work independently and within a group

Candidates with an equivalent combination of education and experience will also be considered.

**Competencies:**

- Excellent organizational skills
- Excellent written and verbal communication skills
- Excellent problem solving skills
- Ability to learn about new technologies and technical jargon
- Good interpersonal skills; the ability to listen and ask relevant questions about what staff need and expect
- Ability to work independently and proactively within a team-oriented environment
- Interest in engaging with a global community of scientific researchers

**Conditions:**

- This is a 12 month term position.
- Position subject to funding
- The successful candidate will be eligible to work remotely. The candidate must either be a Canadian or be in possession of a Canadian work permit.
- International working group meetings are often outside of normal business hours.

**Start Date:** May 1st, 2022  
**End Date:** April 30, 2023  
**Application Deadline:** April 15th, 2022  
**Salary:** $3000/month (or $19.74 per hour)+4% vacation pay  
**Hours per week:** 35 hours per week; official ONC office hours are 8:30-4:30 Monday-Friday.  
**Location:** Queenswood Campus, 2474 Arbutus Road, Victoria BC V8N 1V8  
**To Apply:** email your resume, Academic Transcript, and cover letter, and a 1-2 page writing sample to ncadmin@uvic.ca