



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——数字服务专员岗位

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。
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. 为图书馆集成服务系统 Sierra、发现系统 Summon、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。

必备条件：

1. 硕士及以上学位，信息技术、图书情报、或者计算机等相关专业。
2. 大学英语六级及以上，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。

优先条件：

1. 硕士学位为图书馆学、信息科学、软件工程或计算机科学等优先考虑。
2. 具备 HTML5、CSS、JavaScript、Python 或者 Perl 的编程技能。
3. 有电子数据库或者网站建设的相关经验。
4. 海外留学或者工作背景。



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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.
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 Sierra, discovery service system Summon, 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 degree or above, Information Technology, Library and Information Science, Computer Science related majors.
2. CET6 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, Information Science, Software Engineering, or Computer Science.
2. Programming skills, including HTML5, CSS, JavaScript, Python, and Perl.
3. Experience and proficiency with electronic database and website development.
4. With overseas education background and abroad working experience.