



DATA MANAGER

The Canadian Cryospheric Information Network (<http://www.ccin.ca>) at the University of Waterloo is seeking a full-time **Data Manager**. The CCIN, Canada's primary source for data and information on snow, ice, and cold regions for nearly two decades, manages the **Polar Data Catalogue** (<http://www.polardata.ca>), a searchable archive of metadata and data generated by Arctic and Antarctic researchers. Growing maturity of the PDC platform has increased demand for our data management services, thus we seek an individual with experience in polar science and data stewardship to guide and support the submission, sharing, and archiving of data and metadata in the PDC system. Partner programs include ArcticNet, Canada's Northern Contaminants Program, the Beaufort Regional Environmental Assessment, and the Nunavut General Monitoring Plan.

DUTIES

- Guide and assist scientists and students in preparation and submission of new metadata and data files to the PDC
- Review submitted metadata and data files and work with contributors to correct issues
- Track submissions and ensure that all metadata and data are submitted for each project
- Review and update existing metadata to ensure reliability and conformance with standards
- Register ArcticNet metadata with DataCite
- Respond to requests regarding PDC datasets
- Travel for presentation of PDC data management activities at conferences and workshops
- Coordinate communications and meetings of the Polar Data Management Committee
- Liaise with the ArcticNet Data Coordinator located at Université Laval
- Assist with preparation of the PDC annual activities report
- Attend regular CCIN team meetings

QUALIFICATIONS

- Minimum of Bachelor's degree in natural, environmental, human health, or social science, northern studies, or related field (or equivalent)
- Knowledge and experience working with environmental data and metadata
- Great comfort and interest in interacting with scientists who contribute metadata and data
- Excellent English verbal and written communication skills
- Attention to detail
- Excellent organizational skills
- Ability to work independently
- Expertise in word processing and spreadsheet software and overall comfort with using computers
- Ability to manage time efficiently and communicate information clearly to other team members

Preference will be given to candidates who have data management or scientific research experience in a relevant field.

This is a full-time grant-funded position with benefits located in Waterloo, Ontario, Canada. The position is available 1 May 2014 and continues through March 2015, with continuation possible depending on availability of funds. **Interested applicants should provide a cover letter, full resume, and names and contact information for 2 references.** Please direct all application materials or inquiries to: Julie Friddell, Information Services and Science Manager, CCIN/PDC, julie.friddell@uwaterloo.ca, 519-888-4567 x32689.

We invite applications from all interested applicants; however, citizens and Permanent Residents of Canada will be given priority. Applications will be reviewed as they are received. Thank you for your interest!