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| Job Title | Newmark CUNY Wikimedia Documentarian |
| PVN ID | VA-2501-006680 |
| Category | Administrative Services |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | Office of Library Services |
| Status | Part Time |
| Hourly Rate | \$48.00-\$48.00 |
| Hour(s) a Week | 10.00 |
| Closing Date | Mar 06, 2025 (Or Until Filled) |

General Description

The Office of Library Services (OLS) at the CUNY Central Office provides centralized services to all 31 CUNY Libraries supporting the University's 25 campuses and 100+ research centers and institutes. The OLS staff works with campus librarians and other academic units to coordinate and enhance library services in support of CUNY's mission.

CUNY's Office of Library Services (OLS) seeks a skilled evaluator and communications professional to evaluate and disseminate the accomplishments of CUNY's first Wikimedian-in-Residence (WiR) program to general and specialized audiences. This Newmark Philanthropies-funded, 2-year, part-time position will begin in early 2025 and report to CUNY's University Archivist in CUNY's Office of Library Services. The Wikimedia Documentarian will work with the Newmark CUNY Wikimedian-in-Residence to develop efficient workflows to document the Wikimedia initiatives at CUNY. The Wikimedia Documentarian will assist in tracking and analyzing the increased usage of CUNY assets uploaded to Wikimedia. Additionally, the Wikimedia Documentarian will visually document and communicate the usage of Wikimedia projects at CUNY and assist in measuring the impact of the Wikimedia outreach work. The Wikimedia Documentarian will also assist the WiR in tracking new editor retention amongst CUNY students and professors. The Wikimedia Documentarian will also work to document the work of two CUNY Professors selected for a WikiFellowship stipend, a small stipend supporting two CUNY professors to work with the WiR to integrate Wikimedia projects into their research and/or classroom. The goal of the Wikimedia Documentarian position is to enhance project deliverables using evaluation and communication techniques while also building a persuasive case for the sustained support of a WiR role at CUNY.

Other Duties

Key Tasks / Responsibilities:

- **Create Evaluation Framework for the Wikimedian-in-Residence Initiative:** Support the Wikimedian-

in-Residence initiative by developing a structured evaluation framework for assessing the activities of the WiR, staff, students and faculty involved with the initiative.

- **Document Initiative:** Develop communications strategy, document, and package outreach on outcomes of the initiative. This includes writing in a variety of styles appropriate for social media, scholarly communications, and press outreach.
- **Disseminate Results and Solicit Engagement:** Use internal and external communications tools of Wikimedia NYC and CUNY to tell the scholarly and public interest story of this project's impact and outcomes - as well as ROI reporting back to the project's funder.
- **Measure Impact:** Coordinate with project stakeholders to implement metrics for assessing the reach and effectiveness of the initiative. Train and support the team to report fully and accurately in robust formats that can be easily leveraged for reuse.
- **Present Findings:** Develop effective communication tools such as "project-at-a-glance" one-sheets, public presentations, and infographics that tell a compelling story of lessons learned and project impacts.
- Perform other duties as assigned.

Qualifications

Required Qualifications:

- Strong communication and strategic planning skills
- Experience with project documentation and grant reporting
- Experience developing and implementing project evaluation
- Experience producing outreach assets including social media, press releases, project reporting, and pitch materials
- Ability to work asynchronously with geographically dispersed team
- Minimum 5 years professional experience in evaluation and/or communications role

Preferred Qualifications:

- Knowledge of the Wikimedia ecosystem
- Public speaking skills
- Scholarly writing skills
- Understanding of Library and Archives profession and scholarship
- Understanding of Open Data
- Experience documenting volunteer organizations
- Familiarity with Creative Commons licensing
- Master's degree in relevant discipline

Physical Requirements

- This is a 70/30 hybrid position, subject to change. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines. Laptop may be provided if needed to support working remotely.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY

policies.