Digital Resource Analyst


Summary

This position is open to candidates in our Los Angeles, Chicago, New York, and Washington, D.C. offices.

The Digital Resource Analyst is responsible for tracking the firm’s research-related resources, assisting users and working with vendors and the firm’s technology group to ensure accessibility and availability

Duties and Responsibilities

- Maintain database of current online resources with descriptions and access information.
- Provide metrics and reports about online resource subscriptions to assist with contract negotiations, user training, and budget preparation.
- Configure and troubleshoot access to new and existing electronic resources, including managing IP authentication, individual user accounts, and other access methods.
- Update the Research and Information department’s pages on the Sidley intranet.
- Maintain and update Research Monitor to track resource usage.
- Manage the distribution of electronic serials.
- Acts as a liaison between IT and the Research and Information department by tracking ongoing projects and technology issues.
- Participate in the ongoing assessment and enhancement of library automation and technology.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform the Duties and Responsibilities (the “Duties”) above satisfactorily and meet the requirements below. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job. Employees or applicants who need an accommodation should contact Human Resources.

Education and/or Experience:
Required:
- MLS from an ALA Accredited University.
• A minimum of 3 years of experience working with digital resources.
• Demonstrable computer skills with experience using MS Office, Sharepoint, SQL databases, and managing websites.

Preferred:

• Experience with EOS Integrated Library System and Research Monitor
• Experience working in a law or corporate research/knowledge services department
• Familiarity with a wide variety of legal and business research tools.
• Working knowledge of networking, internet and file transfer protocols, markup languages, database management, and other technological tools and standards.
• Demonstrated knowledge of current issues and trends related to technology.

Other Skills and Abilities:
The following will also be required of the successful candidate:

• Excellent organizational skills
• Excellent attention to detail
• Good judgment
• Good interpersonal communication skills
• Well-developed analytical and problem-solving skills
• The ability to work harmoniously and effectively with others
• The ability to preserve confidentiality and exercise discretion
• The ability to work under pressure
• The ability to manage multiple projects with competing deadlines and priorities

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