



Job Posting: Sr. Digital Solutions Analyst

Hybrid (3 days a week in office)

Office locations: New York, Baltimore, Washington DC, Los Angeles

You're looking for a change, and so are we. At Venable, we know that every new hire brings valuable experience, new perspectives, and a chance to raise the bar on our approach to digital research solutions. That's why we're looking for a Sr. Digital Solutions Analyst to help us maintain the firm's 200+ premium electronic resource research resources and vendor accounts.

The ideal candidate will be responsible for...

- Maintaining the firm's electronic information subscriptions, ensuring appropriate access for attorneys and staff; Assisting with the renewal lifecycle of electronic resources, including subscriptions, databases and e-journals.
- Collecting and analyzing usage data of digital resources, generating reports to inform collection development decisions and optimize resource allocation.
- Ensuring that appropriate authentication methods are enabled, including IP and password authentication, SAML, and API technology, in compliance with associated licensing agreements.
- Providing data analytics and visualizations to assist with resource assessment, strategic planning, and development.
- Assisting the RKS team with identifying and implementing relevant technology, including discoverability, data delivery/integration, and workflow solutions.
- Collaborating with vendors and publishers to acquire, license, and evaluate digital content, ensuring alignment with the firm's guidelines and budget.
- Contributing to the development and implementation of marketing and outreach initiatives to promote awareness and usage of digital library resources; Managing links and content on RKS's homepage.

The successful candidate will demonstrate...

- Master's degree in Library Science/Information Science or equivalent degree preferred.
- A minimum of five years of experience in a similar role required.
- Demonstrates a strong command of technology, including proficiency with databases, software applications, and online searching.

- Familiarity with electronic resources and research services, including library resource monitoring systems.
- Demonstrates proficiency in spreadsheets, data analysis tools, and a strong attention to detail in maintaining accurate records and providing comprehensive reports.
- Exhibits strong organizational and project management skills, prioritizing tasks effectively to meet deadlines.
- Possesses excellent communication and interpersonal skills for providing effective user support and training.

Investing your time and talents is no small matter—we know that superior service to our clients starts with an investment in you. Our competitive compensation, comprehensive benefits, and programs that support our employees' well-being, families, and futures reflect our pride in our people. From our analysts to our senior partners, Venable prioritizes the whole person in order to cultivate the most successful of relationships.

To Apply: [Venable Careers Page](#)