

## Research Data and AI Specialist

The University of Oklahoma Libraries seeks to recruit a Research Data and AI Specialist to advance research data services that support computational, reproducible, and AI-enabled research across the University Libraries system. As research increasingly relies on large, complex datasets and emerging computational methods, this position helps researchers manage, analyze, preserve, and responsibly use research data within computational and reproducible workflows. The Research Data and AI Specialist provides consultations, instruction, and embedded research support on research data management, computational and reproducible workflows, and the ethical application of artificial intelligence to research processes. Working collaboratively with Libraries and campus partners, the position scales services, cultivates data and AI literacy, and expands institutional capacity for responsible, transparent, reproducible, and sustainable research. Responsibilities include providing consultations and instruction; advising on data management plans, metadata standards, computational and reproducible research practices, and research data sharing; developing services that enable long-term stewardship and access to research outputs; supporting responsible AI-enabled research workflows; collaborating with campus partners to advance open science initiatives; and evaluating emerging technologies that strengthen research support across the university.

**Compensation:** Up to \$70,000, dependent on education and experience.

### Essential Duties:

- Consults with researchers across disciplines on research data management, stewardship, sharing, preservation, and reproducible research practices, including data management plans, documentation, metadata standards, version control, computational notebooks, and data publication.
- Collaborates with University Libraries, campus partners, and external stakeholders to develop and implement services, policies, infrastructure, and workflows that support the production, management, curation, preservation, discovery, and reuse of research data.
- Collaborates in the design, deployment, and ongoing support of research computing and data resources that enable computational and data-intensive research.
- Develops and delivers services, resources, and guidance that enhance access to research data and support open science, open access, and responsible data sharing initiatives.
- Maintains expertise in emerging trends, technologies, tools, repositories, and best practices related to research data management, data-intensive research, digital scholarship, and computational and reproducible research workflows.
- Provides consultation on computational research workflows and tools that support reproducible and scalable research.
- Partners with librarians and other campus units to integrate research data management, data preservation, and data literacy into research, teaching, and scholarly communication services.

- Collaborates with librarians and other campus units to support researchers on data-related issues, including data licensing, sharing, privacy, ethical use, embargoes, and funder requirements.
- Assesses researcher needs and gathers feedback to inform the development, improvement, and strategic direction of research data services.
- Supports researchers in developing reproducible and transparent AI workflows, including documentation of prompts, model selection, training data considerations, workflow versioning, and reporting practices that facilitate validation and replication of research results.
- Advises researchers on the selection, evaluation, and integration of AI tools, models, and platforms into research workflows, with attention to research objectives, data requirements, methodological rigor, reproducibility, privacy, intellectual property, and ethical considerations.
- Evaluates emerging opportunities at the intersection of research data management, computational research, and artificial intelligence to inform service development, infrastructure planning, and strategic initiatives.
- Collaborates with library colleagues and campus research support units to integrate AI consultation services into broader research data, digital scholarship, open science, and research computing programs.
- Collaborates with campus partners to develop guidance and educational resources related to emerging AI technologies.
- Collaborates with faculty and instructors to incorporate research data management instruction best practices in their curricula.
- Creates and updates Libguides and other informational web pages for topics listed above for access by the University community.
- Develops and delivers workshops, consultations, online resources, and instructional materials that build researcher capacity in research data management, reproducible research, open science, AI literacy, and responsible AI practices.
- Participates in the development, assessment, and continuous improvement of research data and AI services, using researcher feedback and institutional priorities to inform service evolution.
- Collects, analyzes, and reports assessment data to evaluate service effectiveness, demonstrate impact, identify emerging researcher needs, and support strategic planning.
- Assists colleagues and partners with metrics reporting and visualization of analysis of systems/programmatic services use and impact.
- Maintains up-to-date professional knowledge and contacts in areas related to primary job

assignments.

- Participates in library and university committees.
- Serves and participates in professional activities at the local, state, regional, national, and international levels as appropriate to position and experience.
- Publishes and presents work-related topics and research in areas related to primary job assignments.
- Performs other duties as assigned.

## **Qualifications:**

### **Required Education and Experience:**

- Bachelor's degree, **AND:**
- 36 months of experience in computer programming and analysis

### **Equivalency/Substitution:**

- Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 84 months of related experience.

### **Knowledge, Skills, and Abilities:**

- Excellent communication skills, with the ability to explain technical concepts to non-technical audiences.
- Demonstrated experience consulting with researchers or clients on technical topics.
- Experience supporting computational, data-intensive, or research computing workflows.
- Experience applying research data management principles, including documentation, metadata, data organization, preservation, or data sharing.
- Experience using, evaluating, or supporting AI-enabled tools, computational methods, or machine learning applications in research, education, or professional settings.
- Proficiency in scripting languages (Python and/or R) for data manipulation and analysis.
- Proficiency in Git/GitHub, research data repositories, and metadata management and documentation practices.
- Ability to listen to research needs and recommend appropriate solutions and develop scalable services and programs.
- Ability to design and deliver effective learning experiences for researchers with diverse technical backgrounds.
- Comfortable working across disciplines with varying data types and methodologies.

- Understanding research ethics, data privacy, and responsible AI use.
- Works effectively in team environments and builds cross-functional partnerships.
- Stays current with rapidly evolving AI and data technologies.
- Analytical thinking with the ability to troubleshoot complex technical challenges.
- Demonstrates intellectual curiosity and the ability to learn emerging technologies while translating them into practical research applications.

## **Preferred Qualifications:**

- Master's degree in a relevant field.
- Experience supporting computational and reproducible research workflows, high-performance computing, or cloud-based research environments.
- Experience supporting researchers in the health sciences or other data-intensive research disciplines.
- Knowledge of open science, reproducibility, and scholarly communication practices.
- Familiarity with AI ethics frameworks and responsible AI practices.
- Familiarity with institutional, governmental, or funding agency guidance related to AI use in research.
- Knowledge of discipline-specific data standards and repositories.
- Experience developing and delivering training or workshops.
- Background in academic or research institution settings.
- Understanding grant funding requirements (e.g., NSF, NIH data management plans).
- Proficiency in Python and/or R, Linux/Command Line, Cloud research platforms, data wrangling and transformation, data visualization.

## **Applications**

All applications must include a cover letter, resume, and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at [libraries.ou.edu/jobs](https://libraries.ou.edu/jobs). To apply for this position, go to [jobs.ou.edu](https://jobs.ou.edu) and search for [job number 493900](#).

## **About University Libraries**

University Libraries seeks to create an atmosphere in which diverse thought and experiences are valued and that promises opportunities to succeed and thrive. Named an “Education Futurist” and recipient of a Campus Technology Innovators Award, the University of Oklahoma Libraries’ award-

winning facilities and resources create opportunities for faculty and students to excel. We invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries' includes Bizzell Memorial Library, Youngblood Energy Library, Fine Arts Library, and the National Weather Center Library on the Norman campus and the Robert M. Bird Health Sciences Library on the Health campus in Oklahoma City, and the Schusterman Library on the Tulsa campus. We are also affiliated with the Donald E. Pray Law Library on the Norman campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.4 million volumes (including 1.8 million eBooks), 3.6 million microform materials, over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes; the Western History Collections, with over 12,000 linear feet of manuscripts, 2 million photographs, 80,000 volumes, 2,700 sound recordings, 5,000 cartographic resources, and 580 works of art; the Harry W. Bass Business History Collections, with over 23,000 volumes; the John and Mary Nichols Rare Books and Special Collections, with over 12,000 volumes; and the Chinese Literature Translation Archive, which houses nearly 10,000 volumes and thousands of documents relating to translators of modern Chinese literature in the West.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Open Textbook Network, Library Publishing Coalition.

## About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See [visitnorman.com](#) for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see [visitokc.com](#).

**Why You Belong at the University of Oklahoma:**

The University of Oklahoma values our community's unique talents, perspectives, and experiences. At OU, we aspire to harness our innovation, creativity, and collaboration for the advancement of people everywhere. You Belong Here!

**Equal Employment Opportunity Statement:**

The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.