

HARVARD UNIVERSITY
DEPARTMENT OF ANTHROPOLOGY

*Peabody Museum
11 Divinity Avenue
Cambridge, Mass. 02138-2019
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Position Title: Database Design and Management

School/Unit: FAS

Location: Peabody Museum

Department: Anthropology

Time Status: Temporary, LHT, 10 hours week

Salary: \$36/h

Hours/Schedule: TBA, within regular business hours

The database designer and manager performs a variety of complex information technology support duties that allows the PI and affiliated researchers and graduate students to deploy digital methods in their research. The primary function of the database designer and manager will be to build an integrated database from a set of related but separate data sources and assist with data managing tasks associated with an archaeological research project based in China. This includes the design, implementation, and maintenance of database systems, consulting in the design of data collection strategies, and providing training in the use of the systems that they create. The database designer and manager will also be expected to provide general advice in areas of digital scholarship to project affiliates, occasionally researching the viability of digital platforms for specific tasks and for integration with existing systems, and training affiliates in the use of digital tools.

Duties and Responsibilities:

- Supports the research project in data processing tasks, such as the standardisation of disparate archaeological datasets, database design, and Geographic Information Systems integration.
- Consults with project affiliates about digital methods to support research projects and data processing tasks in general (using tools like Regular Expressions and OpenRefine, and basic data visualisation).
- Provides training and support in the use of existing digital resources and platforms to affiliates.
- Sets up, configures, and maintains software platforms; troubleshoots, diagnoses problems, implements corrective action procedures and/or escalates to other

technical resources as appropriate; works with other units to resolve hardware and software failures/problems; acts as end-user liaison for communicating, resolving, and/or initiating the resolution of problems and concerns.

- Develops and documents systems, databases, and web applications within prescribed guidelines. Researches and recommends digital platforms to fulfil specific project goals.

Qualifications:

Required

College degree with focus in the Humanities or Social Sciences (archaeological experience or training preferred). Formal training or research experience in data processing and database design. Familiarity with database systems (such as SQL, Microsoft Access, FileMaker Pro) and Geographic Information Systems (GIS).

Preferred

Familiarity with general trends in digital scholarship. Experience providing end-user support in a research/teaching environment. Basic knowledge of server management (e.g. AWS, LAMP), and computer applications and operating systems. Knowledge of a variety of web development technologies (e.g. CSS, PHP, Javascript, Python). Experience in usability or UI design a plus. Knowledge of written Chinese a plus.

Additional Information

This is a less-than-half-time term appointment (10 hours/week). LHTs are employees who are scheduled to work less than 17.5 hours per week and may hold no other paid job at the University until their current assignment is terminated. This temporary position is /not benefits-eligible.

To Apply

Please send a resume, cover letter, and names of three references to Prof. Rowan Flad, Department of Anthropology, at rflad@fas.harvard.edu.