



**CONTENT MANAGEMENT ANALYST  
PUBLISHING TECHNOLOGY - NJ  
EOE M/F/D/V**

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Full-time Exempt

17 February 2009

**Job Code: E2523-11132  
Salary Band: ET25**

**Responsibilities:** The incumbent is responsible for receiving and preparing electronic content for loading to IEEE Xplore after performing quality control checks on the content. He/she should have thorough understanding of production workflows and the ability to locate content in repository performing queries. The incumbent will process content and data for regular updates to IEEE electronic products including IEEE Xplore and delivery to IEEE data customers and Crossref. He/she must adhere to update deadlines. This position will provide technical support to customers and data providers on content related issues. He/she must participate in content repository maintenance tasks as-needed and test new tools and procedures prior to release into the production environment.

**Requirements:** B.S. or B.A. degree in Computer Science, software engineering or related discipline. 2-3 years general programming experience, 2-3 years shell scripting experience. Good organizational and interpersonal skills. Ability to handle multiple tasks and meet deadlines. Ability to trouble shoot problems, understand workflows and processes. Thorough understanding of Xplore, content standards such as PDF specification and packing lists. General understanding of relational data base concepts and working knowledge of SQL querying. Understanding of execution of UNIX scripts. Working knowledge of file transfer functions such as FTP, Unix scripting and XML. Good communications skills.