

TAXONOMY JOB & INTERNSHIP DESCRIPTIONS

Full-Time Taxonomy Researcher –Private Industry

-Assist in establishing a connection between the user experience group and company's customers by independently scoping, planning and leading all aspects of user research for taxonomy optimization

Principal Duties & Responsibilities

- Work with a cross-discipline team and process to optimize web-specific taxonomy, and ultimately the overall experience of browsing for and selecting a product, including representation from product information, merchandising, product management and others
- Coordinate the logistical aspects associated with research projects, including participant recruiting and screening, scheduling, and the creation of stimuli for research
- Create compelling reports and deliverables that are comprehensive yet brief, and that help facilitate decision-making
- Balance competing deadlines, business partners, project work and priorities
- Demonstrate advanced and confident communication and decision-making skills, both verbal and visual
- Serve as a demonstrated thought leader in your area of expertise, with the end goal of advancing the UXR practice and mentoring more junior staff members
- Work with management to guide the growth of the taxonomy optimization program
- Demonstrated ability to work within multiple research methodologies, including but not limited to:

- o Taxonomy research (card sorting, tree testing, etc.)
- o Contextual inquiry
- o Interviewing
- o Formal usability studies
- o Directional and preference testing (qualitative and quantitative)
- o VOC data analysis (qualitative and quantitative)
- o Literature review

- Successful candidates will have extensive experience testing large-scale product hierarchies from the user perspective, a successful track record of advocating for the user perspective within corporate environments, demonstrated proficiency in key user research methodologies to optimize categorization and labeling strategies (generative and evaluative), as well as strong collaboration and interpersonal skills

Preferred Education & Experience

- Years of experience: 5+ years experience
- Degree in library science, information systems, human computer interaction, anthropology, predictive analytics or other similar related field is preferred (advanced degree is preferred)
- Experience with Crowdsourcing, User Zoom, SPSS and Sugar CRM are a plus
- Ecommerce experience preferred
- B2B experience preferred

Internship: Taxonomy Intern – Private Industry

Primary Job Responsibilities

Taxonomy Specialists are responsible for reviewing, researching, and verifying that candidate tag submissions meet criteria for inclusion in the enterprise taxonomy used for classifying digital media assets and optimizing products.

The role a Taxonomy Specialist will involve elements of the following tasks:

- Insuring candidate tag submissions meet the criteria and standards for inclusion in the taxonomy of a large media company
- Reviewing and researching candidate taxonomy tags for accuracy of definitions and placement in appropriate vocabularies
- Communicating findings and reasons for accepting or rejecting candidate tag submissions
- Troubleshooting and, if necessary, escalating issues through proper channels.

Qualifications:

- Minimum of 2-3 years of applicable work experience preferred
- Experience with news content classification and metadata development highly desirable
- Experience in library science, information science, or linguistics helpful
- Proficiency in MS Office set of tools

Ideal candidates should have strong analytical and organizational skills and be detail oriented, with a strong customer focus orientation.