

Jim Entwood

arXiv.org

✉ jim@arxiv.org

Education

- B.A. Physics, State University of New York at Geneseo, 2000
- M.A. Leadership Studies, University of Southern Maine, 2011
Studies in: leadership styles; communication; personality types; creativity; planning; diversity; conflict; teams; ethics

Employment

arXiv Head of Content and User Support, Cornell University, 2016–Present.

- Provide leadership, management, and ongoing development of daily submission and moderation process
- Supervise arXiv's operations staff
- Oversee arXiv user-support
- Manage the development of arXiv policy
- Led the efforts to establish a moderation vision, privacy policy, code of conduct, and name change policy for arXiv based on multiple rounds of stakeholder input
- Coordinated the quarterly meetings of the Scientific Advisory Board 2016-2020
- Represented arXiv at international workshops developing standards for repositories such as: 2021–2026 NISO Journal Article Version Working Group; 2020 ASAPbio Preprints Workshop; 2017 & 2018 Summit of Information Providers in Astronomy, Astrophysics and High Energy Physics; 2016 Chinese Institutional Repository Conference
- Collaborate with other arXiv management team members on IT priority setting, high level communication strategies, and membership/fundraising
- Develop custom reports for assessing submission trends and operational health metrics from arXiv production mysql database, writing scripts and recipes
- Developed and continuously update custom scripts used daily by the team of content administrators to streamline inefficient workflows in the legacy system, allowing us to scale for several years without adding staff.
- Hacked together scripts, based on moderator requests, that run keyword checks on full text of all submissions and that monitor emerging account and metadata flags and used the experience to provide detailed specifications for the development team that is working on production versions of these tools
- Maintain internal and external documentation on policies and workflows

- Assessed and deployed project management and collaboration tools to facilitate stakeholder requests, team backlog, prioritization and monthly/quarterly planning
- Conduct surveys of stakeholder groups to inform policy and feature request development
- Consult with Cornell counsel's office, copyright office, privacy office, organizational development, and LGBT Resource Center to ensure arXiv remains in compliance with changing laws and CU policies
- Member of Cornell's Responsible and Ethical Conduct of Research Committee 2022-2026

arXiv Interim Director, Cornell University, Sept 2019–Mar 2020.

- Oversee the operation and team of 12 to ensure that the service is running successfully, adhering to the arXiv principles, and maintaining accountability and transparency.
- Budget development and reporting
- Worked with Tech Lead in identifying technical requirements and setting development priorities
- Engage with various stakeholders including advisory boards, and external technical and publisher partners

Administrative Supervisor, Lab of Atomic and Solid State Physics, Cornell University 2012–2016.

- Initiated and developed annual orientation for new staff and students
- Coordinated events including weekly LASSP Seminars, weekly Biophysics Colloquium, Annual Theoretical Physics Summer School, Annual Biophysics Symposium, NY Complex Matter Workshop
- Assigned office space and conducted annual office space inventory
- Reported on account tracking and processed payments using KFS
- Webmaster for LASSP website
- Developed 11 custom faculty group websites from design, implementation in Drupal/mysql, content migration, and maintenance.
- Summarized scientific research for online news stories
- Primary support for the NIH Microbiology Training Grant (MBTG), including compiling material for proposal preparation, reporting, student nominations, and budget tracking
- Developed wiki and collaborative tools to engage and build community among students involved in MBTG
- Coordinated a successful NIH Training Grant renewal application with 300 pages of data and narrative compiled from multiple Cornell departments, offices, and faculty

Research Aide, Department of Computer Science, Cornell University 2011–2012.

- Responsible for drafting, editing, and submitting reports for sponsored research
- Coordinated grant submission and report writing among financial, contracting, and research teams
- Engaged stakeholders to develop integrated messaging among related research groups
- Developed program websites to target student recruitment and enhance faculty collaboration
- Created and implemented communication strategies and online tools for collaboration among other university and corporate research partners

- Designed and created online custom content management and knowledge base of Nuprl library of formal mathematics with php/mysql

Program Coordinator, Maine Volunteer Lake Monitoring Program 2004–2011.

- Responsible for bookkeeping, budgeting, employee policies and payroll
- Built database of donors and coordinated fundraising campaigns
- Designed and edited quarterly newsletters and annual reports
- Recruitment, training and coordination of volunteers
- Quality assurance and quality control of data used by state and federal agencies
- Developed an hourly overhead expense model to help ensure financial stability and established detailed and efficient grant expense tracking through linked spreadsheets
- Analysis and presentation of Maine lake data
- Created custom php/mysql website with pages for all 6,000+ Maine lakes to display water quality data, maps, and volunteers, then coordinated the LakesOfMaine.org website development, organizing collaborative work of scientists, consultant, funders, and stakeholders

AmeriCorps Volunteer, Maine Conservation Corps 2001–2002.

- Coordinated roadside volunteer landscaping projects across Maine including: camp road BMPs; vegetative buffers; perennial gardens; trail design and construction; and invasive species control

Other Relevant Experience

- As part of \$9M cohousing neighborhood development I have experience with consensus decision making, conflict management, and delegation. I served as the President of the LLC and as President of the Board of Directors, responsible for the fiduciary and legal well-being of the co-op
- As a small business owner I run a martial arts dojo in Ithaca

Relevant Training

- Inclusive Excellence Summit, 2022
- Developing a Culture of Belonging and Respect, 2021
- Agile Product and Project Management For Information Products and Service through National Information Standards Organization (NISO), 2020
- Leader as Coach, 2019
- Building Teams and Leading Change, 2019
- Project Management five course certificate through eCornell, 2019
- Harold D. Craft Leadership Program, 2017
- It Depends On the Lens: Addressing Unconscious Bias in the Staff Search Process, 2018
- Ally Development: Moving from Awareness to Action, 2018
- Trans* 101: Gender Inclusion Workshop, 2017

- Supervisor Development Certificate Program, 2014
- New Supervisor Development, 2012