

Metadata Librarian

The Georgetown University Library seeks a Metadata Librarian to manage and coordinate activities relating to metadata production for digital materials acquired or held by the University Libraries.

Responsibilities:

The Metadata Librarian:

- Coordinates or participates in digitization projects in the planning and implementation of metadata provision for digital resources.
- Formulates, implements and documents Library's policies, procedures, and best practices for use of metadata.
- Performs original cataloging and complex copy-cataloging of library materials in all subjects and formats.
- Coordinates the collection of usage statistics within the Technical Services Division.
- Serves on library and university-wide initiatives as required.

Requirements:

- Masters in Library or Information Science from an ALA-accredited program or combination of equivalent degree and experience.
- Minimum of 2 years experience working with metadata in a digital library environment.
- Demonstrated ability to develop, execute, and assess a successful digital project.
- Experience with one or more of these metadata standards and trends: Dublin Core, VRA Core, EAD, MODS, XML and XML technologies.
- Knowledge of AACR2, MARC, LC Classification, LCSH and national cataloging standards desirable.

Salary/Benefits/Rank: Salary commensurate with experience. Comprehensive benefits package including 21 days/year paid leave; medical; TIAA/CREF; tuition assistance. This is a 12-month, Academic/Administrative Professional (AAP) appointment.

Apply online at <http://www.library.georgetown.edu/employment/index.htm>.

Review of applications begins immediately and continues until filled.

Georgetown University is an Equal Opportunity, Affirmative Action Employer