**Metadata Librarian**

The Clemson University Libraries seek a Metadata Librarian to join its Technical Services & Collection Management Unit. The successful candidate will be part of a team comprised of one other librarian and two high-level staff who are primarily responsible for the assignment of metadata for digitized resources from our Special Collections and Archives. The unique collections housed in the Libraries’ Special Collections and Archives provide a wealth of primary source material to researchers in the study of South Carolina and Clemson University history. The Metadata Librarian will join a team that supports the discovery and accessibility of this digital content through descriptive metadata creation, enrichment, and maintenance, allowing access to these resources to researchers worldwide.

This is a 12-month tenure-track position with faculty rank and status and works under the direction of the Unit Head and as a member of the Metadata and Monographic Resources Team. The Metadata Librarian will work collaboratively with other metadata staff and librarians and with members of Library Technology and Special Collections and Archives. As a member of the library faculty, the successful candidate will pursue an active and ongoing program of research, service, and professional development.

**Responsibilities include:**

**Metadata Librarianship**

- Creates descriptive metadata for digital collections adhering to local and national standards.
- Participates in the development and implementation of metadata policies and workflows in cooperation with Library Technology and Special Collections and Archives.
- Participates in quality control of existing metadata to improve discovery and access to digital content.
- Maintains awareness of current trends with metadata standards and digital library development.
- Participates in planning, decision-making, and management of the Team and contributes to Unit planning.
- Performs data migration, manipulation, and normalization across multiple platforms.

**Research, Scholarship, and Creative Activities**

- Develops a focused program of high quality research and creative accomplishments, consistent with professional responsibilities and the Libraries’ mission and goals.

**Service**

- Actively participates and demonstrates leadership in professional responsibilities that serve the Libraries, University, profession, and community.
Required Qualifications/Experience:

- ALA-accredited graduate degree in librarianship (or foreign equivalent) or a relevant, accredited graduate degree in another scholarly field as deemed appropriate by the Libraries.
- Knowledge of and/or experience with a variety of MARC and non-MARC metadata standards and schema (e.g., Dublin Core, MODS, RDA, AACR2, DACS) and controlled vocabularies (e.g., LCSH, AAT, GeoNames). Familiarity with OAI-PMH protocol for metadata harvesting.
- Knowledge and/or experience with metadata and cataloging management systems, such as Collective Access and OCLC Connexion.
- Knowledge of current trends and developments in providing metadata for digital collections.
- Demonstrated excellent oral, written, and interpersonal communications skills.
- Strong commitment to user-centered customer service.
- Strong organizational, analytical and problem-solving skills; demonstrated initiative and adaptability.
- Ability to work effectively in a diverse team environment or individually, to balance priorities, and to set and meet deadlines.

Preferred Qualifications/Experience:

- Two years’ experience in the provision of metadata for digital collections.
- Experience in an academic or research library.
- Experience with an integrated library system or service platform, familiarity with institutional and digital repositories.
- Experience with metadata analysis and transformation tools such as Excel, OpenRefine, and MarcEdit; experience with XML.
- Name Authority Cooperative Program (NACO) training and experience.
- Experience with training and instructing others in metadata standards and workflows; supervisory experience.
- Evidence of, or potential for, scholarly and professional activity.

Salary and Benefits:

Faculty rank and competitive salary based on the successful candidate’s qualifications and experience. State of South Carolina, TIAA-CREF, or other retirement plans available. Various medical plans, dental plans, 18 days annual leave, 15 days sick leave, 13 paid holidays, and liberal professional development leave are provided. Clemson University allows employees to earn up to six credit hours free of charge each semester. Library faculty receive an individual stipend for travel or other professional development activity.

Location:

Clemson University is a major, land-grant, science and engineering-oriented research university in a college-town setting along a dynamic Southeastern corridor. Ranked as one of America’s Top 25 Public Universities by U.S. News & World Report, Clemson is an inclusive, student-centered community characterized by high academic standards, a culture of collaboration, school spirit, and a competitive
drive to excel. Centrally located in the beautiful foothills of the Blue Ridge Mountains, Clemson is in one of the fastest-growing areas of South Carolina, and a two-hour drive to Charlotte and Atlanta.

Libraries:
The Libraries on Clemson’s main campus are the R.M. Cooper Library, the Gunnin Architecture Library, the Education Media Center, and Special Collections & Archives. Other facilities include the Clemson Design Center Library in Charleston and the Library Depot, which houses high-density storage, records management, the digitization lab, and technical services. The libraries employ 28 faculty, 62 staff, and over 70 students. Clemson Libraries are a member of the Association of Southeastern Research Libraries and Lyrasis and actively participate with other South Carolina institutions through the statewide consortium, PASCAL. For additional information about Clemson Libraries, visit our website at https://libraries.clemson.edu/about-the-libraries/

Application process:
Applicants should electronically submit all applications and related materials via Interfolio: https://apply.interfolio.com/48849. Required materials include a cover letter, professional curriculum vitae, and contact information for three (3) professional references. Review of materials will begin immediately. Applications received by March 31, 2018 will be guaranteed consideration.

Closing Statement:
Clemson University is an AAO/EO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.