**MARQUETTE UNIVERSITY LIBRARIES**

**Department: Acquisition and Discovery Services**

**Position: Digital Access and Metadata Librarian**

The Digital Access and Metadata Librarian coordinates and manages the development and implementation of metadata strategies that support the discovery and curation of the Libraries' digital content working collaboratively with Special Collections and Archives, Digital Scholarship, Digital Programs, and Library Information Technology.

**Responsibilities:**

* Coordinate and manage the development and implementation of metadata strategies for the Libraries' digital content, including digital scholarship, born-digital archives, digitized content, streaming audio and video content, and research data
* Create metadata and develop workflow processes for digital content
* Train and supervise department staff on metadata initiatives
* Participate in the evaluation of platforms for storage, discovery, and delivery of digital content.
* Provide support for the management and preservation of born-digital institutional records including document management, data migration and normalization in collaboration with University Archives.
* Provide support for the batch loading/exporting of MARC and non-MARC records.
* Contribute to and learn from the profession through such avenues as local, state and national professional organizations, presentations and publications

**Required Knowledge, Skills and Abilities:**

* Master’s degree in Library or Information Science or equivalent
* Three to five years related experience
* Experience with descriptive metadata standards (i.e. MODS, DublinCore, EAD, MARC)
* Experience with metadata and content management systems
* Excellent oral and written communication skills
* Ability and willingness to work with colleagues in collaborative and team environments, as well as independently
* Demonstrated commitment to diversity
* Commitment to professional development

**Preferred Knowledge, Skills and Abilities:**

* Experience with scripting languages (i.e. PHP, Python, XSLT) to transform or remediate metadata
* Knowledge of metadata within the context of digital scholarship
* Knowledge of linked data principles and emerging trends in resource description and discovery (i.e. RDF, URIs, BIBFRAME)

Appointment will be made at Associate Librarian or Librarian rank. Librarians at Marquette University hold non-tenured faculty appointments. A strong record of job performance, professional growth, and service is required for reappointment and promotion in rank.

Marquette University is an independent, Catholic, Jesuit doctoral-granting institution with an enrollment of 12,000 located near downtown Milwaukee. Two adjacent and connected library buildings seat 2,150 and house a 1.84 million volume collection, 434 databases, and over 50,000 electronic journals. [**www.marquette.edu/library/**](http://www.marquette.edu/library/)

Marquette offers an outstanding benefits package including competitive health and other insurance policies, 4 weeks of vacation and tuition remission for employees, their spouses and dependents.

**For full consideration, submit application online by June 8, 2018 to the University’s application site:** [**http://employment.marquette.edu/postings/9535**](http://employment.marquette.edu/postings/9535)