CATALOGING AND METADATA LIBRARIAN (Atlanta Campus)

Position and Responsibilities:
The University Library seeks a collegial and committed librarian to provide leadership and guidance in developing, delivering, maintaining and assessing the library's cataloging and metadata services.

The Cataloging and Metadata Librarian coordinates the cataloging of library materials, regardless of format, including monographs, continuing resources, media, maps, ETDs and special collections. The successful candidate will collaborate with staff in cataloging and database maintenance; work closely with staff to evaluate and document policies, procedures and efficient workflows within the unit; and, consult with Digital Library Services and other departments on relevant metadata policies, procedures and workflows for digital projects. As a faculty member, the cataloging and metadata librarian will perform administrative duties and participate in university and professional activities, including research, publication, planning and decision making processes for the department and library.

The Cataloging and Metadata Librarian may supervise Library Technical Assistants in the Catalog Unit.

Environment:
The Catalog Unit is part of the Technical Services Department which is responsible for the library's electronic and continuing resources, monographic acquisitions, MARC metadata creation and maintenance, and the physical processing of materials. In serving customers, the department works closely with other areas of the library, including, but not limited to, Collection Development, Digital Library Services and Special Collections. Currently, library services are supported by Ex Libris Alma integrated library system.

Georgia State University, a public research university located downtown Atlanta, is the largest institution of higher education in the University System of Georgia and is recognized as a national leader in graduating students from widely diverse backgrounds. Georgia State educates future leaders, prepares citizens for lifelong learning, and has one of fastest growing research profiles in the country. Enrolling one of the most diverse student bodies in the nation at its downtown research campus, at its five Perimeter College campuses, and online, the university provides educational opportunities for more than 52,000 students at the graduate, baccalaureate, associate and certificate levels, including 32,000 graduate and undergraduate students at the downtown campus.

With over 1.4 million visitors in the past year, the main University Library is an integral part of the university community. The library is engaged with the campus community, offering an open, inviting, and centralized facility supporting both research and learning with expansive collections and outstanding assistance. Its signature link, a multilevel glass structure that overlooks downtown Atlanta, connects the library's two prominent downtown buildings. CURVE: Collaborative University Research & Visualization Environment - http://curve.gsu.edu - a service of the University Library, brings together students and expert researchers from all disciplines in a shared, hands-on, interactive space featuring cutting-edge hardware and software for data visualization and analysis. More about the Georgia State University Library at http://library.gsu.edu.

Qualifications:

REQUIRED:
- ALA-accredited Master's degree in Library and/or Information Science
- Experience working in an academic library
- Experience with MARC, RDA, LCSH, LC Classification, OCLC Connexion and an integrated library system
- Familiarity with current trends, best practices and emerging issues in cataloging and metadata
- Demonstrated project management and problem solving abilities
- Excellent oral, written and interpersonal skills
- Commitment to providing user-oriented services
- Ability to pass a background check

PREFERRED:
- Experience working with Ex Libris Alma
- Experience with batch processing of records in a library environment
- Experience developing macros to enhance productivity
- Knowledge of various non-MARC metadata formats, such as Dublin Core, EAD, METS and MODS
- Supervisory and/or training experience

Condition of Work and Benefits

Forty-hour work week	Retirement plans include: Teachers Retirement System,
Twenty-one vacation	TIAA–CREF, VALIC, & Fidelity
Twelve paid holidays	Group health and life insurance
Twelve days sick leave	Social Security
Faculty rank and status	Optional pre-tax benefits
Non-Tenure track	Support for research and professional activities

Salary and Rank

Minimum salary of $50,000 - $60,000 for 12 months commensurate with the candidate's education and experience. Appointment at a faculty rank [Instructor/Assistant/Associate Professor], on a contract renewal basis.

Submit a cover letter addressing the above qualifications; resume; name, address and phone number of three references, including immediate supervisor. Review of materials will begin August 8, 2017 and continue until the position is filled. Send materials to:

Human Resources Officer
University Library
Georgia State University
100 Decatur Street, SE, Atlanta, GA 30303-3202
(404) 413-2700
liblao@gsu.edu

Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants
due to race, ethnicity, gender, veteran status, or on the basis of disability or
any other federal, state or local protected class.