



---

**Digital Initiatives Metadata Librarian**  
**Librarian Assistant Professor**

The University of Miami Libraries seeks a creative, productive librarian who will explore and collaborate on a variety of metadata projects and initiatives. Under the direction of the Head of the Cataloging & Metadata Services Department and working closely with the Digital Projects Team, the Digital Initiatives Metadata Librarian supports the discovery of and access to the Libraries' digital content through metadata creation, analysis, enrichment, and maintenance according to local and national cataloging and metadata standards. This position also explores metadata-related collaborations and partnerships with other library departments, university partners, and external collaborators. The incumbent trains and may supervise staff members on metadata projects and initiatives.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following. Other duties may be assigned.

**Performance:**

- Creates, reviews, and edits metadata for digital collections.
- Assists in the development and application of metadata crosswalks and data conversion routines.
- Trains and may supervise staff members on metadata for digital collections, projects, and initiatives.
- Develops, evaluates, and implements metadata policies, standards, goals, procedures, and workflows in cooperation with the necessary stakeholders.
- Collaborates in the selection, design, and adaptation of metadata schema, controlled vocabularies, and data dictionaries.
- Participates in the evaluation of the effectiveness of metadata for access, resource discovery, and preservation.
- Performs outreach and seeks opportunities for collaborative efforts within the Library and beyond to enhance and broaden metadata operations.
- Remains current with metadata and digital library development standards and trends.

**Service:**

- Networks, collaborates and actively participates in local, regional, national, or international organizations regarding related issues.
- Represents and promotes the University of Miami Libraries in local, state-wide, regional, national, or international organizations as appropriate.
- Participates on the Resource Description Coordination Board and participates in Libraries and University organizations, committees, task forces, and teams as appropriate.

**MINIMUM QUALIFICATIONS**

- Master's degree from an ALA-accredited library and information science program or equivalent.
- Knowledge of current and emerging cataloging rules, metadata schemas, standards, tools, and their applications.
- Awareness of emerging trends and practices with digital library development, linked data, semantic web applications, BIBFRAME, and authority/identifier initiatives.

- Self-motivation, flexibility, and the ability to multi-task with various deadlines.
- Demonstrated ability to work independently, as well as collaboratively with diverse constituents.
- Strong commitment to user-centered library service and the ability to work flexibly and creatively in a changing and fast-paced environment with a culturally diverse population.
- Effective oral, written and interpersonal communication skills.
- Ability to meet the University of Miami Libraries' criteria for advancement and promotion of library faculty, through professional development and service accomplishments.

#### **PREFERRED**

- Demonstrated experience in cataloging and/or metadata in a production environment.
- Knowledge of archival theories and description.
- Experience using archival information management applications and digital asset management systems.

**UNIVERSITY:** The University of Miami is one of the nation's leading research universities in a community of extraordinary diversity and international vitality. The University is a privately supported, non-sectarian institution, located in Coral Gables, Florida, on a 260-acre subtropical campus. The University is comprised of eleven degree-granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science ([www.miami.edu](http://www.miami.edu)).

**THE LIBRARY:** The University of Miami Libraries ([www.library.miami.edu](http://www.library.miami.edu)) ranks among the top fifty research libraries in North America, drawing scholars from around the world through its important collection of 3.5 million volumes (656,893 of which are electronic books) and 92,958 current serials (including 90,550 electronic journals), unique and distinctive collections, state-of-the-art digitization and preservation facilities, and a staff of experienced professionals. The Otto G. Richter Library lies in the heart of the Coral Gables campus and serves as the central interdisciplinary library for the University. The University of Miami Libraries also includes four subject specialty libraries: the Paul Buisson Architecture Library, the Judi Prokop Newman Information Resource Center, the Rosenstiel School of Marine and Atmospheric Science Library, and the Marta & Austin Weeks Music Library. The campus also has independent medical and law libraries. They provide support and services for approximately 11,380 undergraduates, 5,555 graduate students, and 13,710 full and part time faculty and staff. The Libraries operates with the support of thirty-four Librarians and eighty-four administrative and support staff and is a member of ARL, ASERL, CLIR, CNI, CRL, DLF, IFLA, NERL, OCLC Research Library Partnership, DPN, APTTrust, HathiTrust, SEFLIN, and Lyrasis.

**SALARY AND BENEFITS:** Compensation will be competitive and commensurate with experience and qualifications. This is a non-tenure track faculty appointment at the Librarian Assistant Professor rank. The position offers a comprehensive benefits package including: TIAA-CREF; medical and dental insurance; life, disability, and long-term care insurance available; tuition remission; 13 paid holidays; and 22 days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore, and sporting event discounts; optional fee-based membership in a state-of-the-art wellness center, and no state or local income tax. More information on benefits can be found at: <https://umshare.miami.edu/web/wda/benefits/2014/Summaries/Faculty.pdf>.

**APPLICATIONS AND NOMINATIONS:** Review of applications will begin immediately and continue until the position is filled. Applications and nominations will be accepted until a suitable candidate is selected. Applications should be submitted electronically and must include a letter of interest, curriculum vitae and the names of three references. The references will not be contacted before the appropriate time. Send nominations and applications to:

Jeanette Moreno, Human Resources Manager  
Otto G. Richter Library  
University of Miami  
P.O. Box 248214  
Coral Gables, FL 33124-0320  
e-mail: [richter.recruiting@miami.edu](mailto:richter.recruiting@miami.edu)

**The University of Miami is an Equal Opportunity Affirmative Action Employer. The University has a strong commitment to diversity and encourages applications from candidates of diverse cultural backgrounds.**