The University of Miami Libraries seeks applications for an innovative and collaborative professional for the position of Cataloging & Metadata Librarian (Spanish Language Specialist). This position will support the discovery of and access to the Libraries’ physical and digital content through resource description activities. Under the direction of the Head of Metadata & Discovery Services, the incumbent will be responsible for resource description and authority work for Spanish language materials across all libraries and all materials of the distinctive and general collections, with strong liaison work with the Cuban Heritage Collection.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following:

**Cataloging of physical materials (75%)**:  
- Performs original and complex copy cataloging of Spanish language materials for all collections in all formats (mostly monographs, serials, CDs, DVDs, artists’ books) in the MARC format  
- Serves as the primary original cataloger for the Cuban Heritage Collection  
- Serves as an original cataloger for Spanish language materials for the other distinctive collections  
- Identifies, develops, and oversees cataloging projects, which may include developing policies, documenting procedures, maintaining statistics, and managing workflows with colleagues  
- Establishes and revises practices, workflows, and procedures for providing bibliographic access through various discovery tools in conjunction with other faculty and staff  
- Resolves problems to ensure bibliographic, holdings, and authority records meet local and national standards  
- Assists with high priority original cataloging for the general collections, as needed

**Metadata work for locally digitized collections (10%)**  
- Contributes to metadata creation and metadata quality control activities for local digital collection  
- Partners with the Special Collections Metadata and Cataloging Librarian, Digital Initiatives Metadata Librarian, Cuban Heritage Collection Archivist, and Digital Production staff to aid in resource description of digital distinctive collection materials

**Supervision & Training (5%)**  
- Supervises and trains students and staff member(s) working on copy cataloging and metadata quality control projects  
- Reviews and evaluates students and staff work

**Professional Service and Engagement (10%)**  
- Serves on/participates in University and Library committees, task forces, and teams as appropriate.  
- Networks, collaborates and actively participates in local, regional, national, or international organizations regarding issues in librarianship, cataloging, and metadata creation  
- Represents and promotes the University of Miami Libraries in local, state-wide, regional, national, or international organizations, as appropriate
QUALIFICATIONS

Required:
- Master’s degree from an ALA accredited library science program or ALA approved foreign equivalent
- Knowledge of variety of resource description standards, formats, and schemes including but not limited to: RDA, Dublin Core, XML, MARC bibliographic and authority formats
- Relevant library experience, including at least one year of MARC cataloging experience
- Excellent communication skills (reading, writing, speaking) in Spanish and in English
- Interest in Cuban Studies and/or Latin American Studies
- Experience working with library management systems, discovery tools, and OCLC Connexion
- Ability to work independently, collaboratively, and in teams within the Library and University
- Excellent analytical, time management, and problem-solving skills

Preferred:
- Reading knowledge of one languages beyond Spanish (Portuguese, French, Haitian Creole preferred)
- Experience with metadata creation for digital objects within a digital content management system

THE 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 comprising eleven degree granting schools and colleges. The University is located in Miami, Florida, with three locations throughout the subtropical region: Coral Gables (a 260-acre campus serving as home to nine of the University’s eleven degree granting schools and colleges); downtown Miami (Miller School of Medicine and UHealth); and Virginia Key (Rosenstiel School of Marine and Atmospheric Science). The University is considered among the top tier institutions of higher education in the U.S. for its academic excellence, superior medical care, and cutting-edge research. The University is committed to attracting a talented workforce to support our common purpose of transforming lives through teaching, research, and service. Through commitment to the values of Diversity, Integrity, Responsibility, Excellence, Compassion, Creativity and Teamwork (DIRECCT), the University strives to create an environment where everyone contributes in making UM a great place to work. By 2025, the University’s goal is to reach its greatest aspirations through realizing four defining visions with eight major initiatives. For more information, please visit the University of Miami’s “Roadmap to Our New Century” at http://president.miami.edu/roadmap/about/index.html.

THE LIBRARY: The University of Miami Libraries (www.library.miami.edu) rank among the top 50 research libraries in North America with a collection of 3.6 million volumes including 771,000 ebooks, and 92,958 current serials titles including 90,550 electronic journals. The Otto G. Richter Library lies in the center of the Coral Gables campus and serves as the central library for the University. Other University of Miami Libraries include the Paul Buisson Architecture Library, the Judi Prokop Newman Business Information Resource Center, the Marta & Austin Weeks Music Library, and the Rosenstiel Marine and Atmospheric Science Library. The University also has independent medical and law libraries. The University of Miami Libraries provide support and services for approximately 10,370 undergraduates, 5,259 graduate students, and 13,058 full and part time faculty and staff. Excluding the independent libraries, the University Libraries employ 68 professional (including librarian faculty), 80 support staff and 58 FTE student staff. UML is a member of and contributor to the Association of Research Libraries, Association of Southeastern Research Libraries, Council on Library and Information Resources, OCLC Research Library Partners, International Federation of Library Associations, International Association of University Libraries, Digital Library Federation, Hathi Trust, Academic Preservation Trust, Digital Preservation Trust, and Southeast Florida Library and Information Network.
THE DEPARTMENT: The Metadata & Discovery Services Department improves the discovery of and access to the library resources across multiple library platforms, including the Libraries catalog and digital collections. This resource description and discovery work serves to describe all physical and electronic resources acquired and retained by the library through up-to-date cataloging and metadata practices. Librarians and staff members engage external and internal users about metadata standards, production, transformation, and consulting services. This department has nine non-exempt staff members, one exempt administrative professional, and five Librarian Faculty members. We are positioned within the Libraries’ Information Management & Systems Division (Access Services, Metadata & Discovery Services, Systems, Web & Application Development) and are located on the third floor of the Richter Library. The department recently helped the Libraries to migrate to Ex Libris’ Alma and Primo for its discovery systems, which is a shared discovery catalog for all libraries including Medical and Law libraries.

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 or Associate 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 taxes. Moving allowance is available. More information on benefits can be found at: www.miami.edu/benefits.

APPLICATIONS AND NOMINATIONS: Review of applications will begin immediately and continue until the position is filled. Applications and nominations will be accepted. On-line applications should be submitted here and must include a letter of interest, curriculum vitae and the names of three references.

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.