**Metadata Analyst**

**Department:** Metadata Services Unit, Emory Libraries  
**Salary:** Commensurate with qualifications and experience  
**Position Availability:** Immediately

**Position Summary**

Reporting to the Head of Metadata Services in the Access & Resource Services Division, the Metadata Analyst supports initiatives that relate to digital scholarship, digitization, special collections access, and other metadata-dependent efforts to describe, manage, expose and share collections with users. The incumbent will interact with curators, archivists, librarians, technologists, researchers and students to learn about and deliver metadata solutions for projects and programs. The Metadata Analyst focuses on creating and normalizing metadata, optimizing the interoperability of metadata among systems, and leveraging metadata to increase discoverability and use of collections and monitors emerging technologies and recommends their adoption if they meet project or long-term organizational goals. Additionally, the Metadata Analyst will utilize technologies and tools, such as automation techniques, and programmatic methods, to create, edit, enrich, and transform metadata as needed.

**Essential Responsibilities & Duties**

A. Metadata Analysis and Solutions

1. Provides and anticipates metadata solutions for a wide variety projects, services, and stakeholders throughout the Emory Libraries, other areas of Library and Information Technology Services (LITS), the University, and partners external to Emory.
2. Utilize tools, automation techniques, and programmatic methods, to create, enrich, and transform metadata.
3. Contributes to research and development of other metadata projects and initiatives.
4. Migrate, remediate, and enhance legacy metadata.
5. Identifies, designs, and develops schemas, ontologies, taxonomies, vocabularies, etc. for images, sound, video, text, realia, graphics, data, geospatial data, etc.
6. Working with the Head of Metadata Services, ensure that metadata aligns with policies set forth by the Emory Libraries.
7. Develops training and documentation in support of metadata encoding and transformation for metadata librarians and catalogers.
8. Lead projects and supervise staff, as needed.
9. Participate in the collection, analysis and reporting of metadata statistics, workflow metrics, and any other measures contributing to departmental goals of meeting local and national standards and metadata quality control and efficiency.
10. Facilitates improved metadata workflows through staff skills development.
11. Facilitates meetings to learn about needs and to develop agreement and consensus.

B. Professional Responsibilities

1. Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
2. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
3. Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
4. Adheres to guidelines outlined in the Handbook Governing the Librarian series for Faculty-Equivalent Librarians to ensure appointment, appointment renewal and promotion-in-rank
5. Participates in library and campus committees as appropriate for service purposes.

Required Qualifications

- ALA-accredited master’s degree in Library and Information Science OR equivalent education and experience (subject expertise combined with appropriate teaching experience and/or library experience).
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Knowledge of basic administration, management and automation of various digital assets management environments.
- Familiarity with metadata authority systems and controlled vocabularies (e.g. Library of Congress, Getty, rightsstatements.org)
- Experience with data formats outputted by repositories and library management systems (e.g. CSV, JSON, XML)
- Experience with library, museum and archives metadata standards and encoding schemes e.g., MODS, Dublin Core, MARC, VRA, EAD.
- Experience with tools for cleaning and transforming data, such as RegEx, Open Refine, or XSLT.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.
Preferred Qualifications

- At least 2 years of professional experience working with metadata in an academic library setting.
- Experience with Ex Libris products (Primo, Alma).
- Working knowledge of the Samvera digital repository framework or other digital repository platforms.
- Familiarity with preservation repository metadata standards/schemes (e.g. METS, PREMIS, BagIt, FITS)
- Familiarity with programming/scripting languages, preferably Python, or Ruby.
- Experience with tools to extract data from repositories and library management systems (e.g. SQL, APIs).
- Knowledge of library technology protocols such as OpenURL, OAI-PMH, and Z39.50.
- Experience with JSTOR Forum, Omeka, or other content creation systems.
- Familiarity with semantic web and linked data concepts.

Application Procedures

Interested candidates should review the applications requirements and apply online at https://faculty-emory.icims.com/jobs/36471/job, Requisition/Job Posting # 36471

Applications may be submitted as Word or PDF attachments and must include:

1) Cover letter of application describing qualifications and experience;
2) Current resume/vita detailing education and relevant experience; and
3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by June 3, 2019 will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to http://www.hr.emory.edu/eu/benefits/.
Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 7,916 undergraduates and 7,326 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 33,026 and an annual operating budget of $5.6 billion. Emory University received $734 million in research funding in fiscal year 2018.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 10 libraries, Emory’s collections include more than 4.8 million volumes, 300,000 plus electronic journals, 1.2 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 80,000 rare books and over 17,000 linear feet of manuscript material. Rose Library’s collections span more than 800 years of history, with particular depth in modern literature, African-American history and culture, and the history of Georgia and the South.

Emory Libraries staff, including student workers, number approximately 390 with an overall library budget of approximately $48 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other campus libraries, include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

– February 2019

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