Metadata Analyst

Department: Content Division, Robert W. Woodruff Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

The Emory University Libraries seek an energetic, service-oriented and collaborative professional to serve as the Metadata Analyst for the Content Division in the Robert W Woodruff Library. The ideal candidate will support initiatives that relate to digital scholarship, digitization, special collections access, and other metadata-dependent efforts to describe, manage, expose and share collections with users.

Position Summary

Reporting to the Senior Director of the Content 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. Acting as an individual contributor, the incumbent may alternately lead projects or serve as a member of a project team and provide metadata expertise. The Metadata Analyst 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. Specific duties of the incumbent include:

- Provides and anticipates metadata solutions for a wide variety projects, services, and stakeholders, chiefly in special collections, digital scholarship, and IT units.
- Identifies, designs, and develops schemas, ontologies, taxonomies, vocabularies, etc. for images, sound, video, text, realia, graphics, data, geospatial data, etc.
- Prototypes and develops automated services and applications for metadata extraction, creation, normalization, analysis, transformation, syndication, and ingest.
- Integrates semantic, linked data, and other metadata analytical technologies with various existing digital asset management and discovery platforms.
- Contributes to research and development of other metadata projects and initiatives.
- Develops training and documentation in support of metadata encoding and transformation for metadata librarians and catalogers.
- Shares results of work with other staff through presentation and written documentation.
- Facilitates meetings to learn about needs and to develop agreement and consensus.
- Acts as chair of the University Libraries Metadata Working Group (MWG), providing leadership and direction developing and implementing best practices for metadata creation and management across the Emory Libraries.
• Schedules meetings and sets agendas. Builds consensus through dialog and group problem-solving, working with individuals and groups, to reach agreement.
• Provides updates to Library Cabinet, the senior management group.
• Oversees and guides the work of the Cataloging and Authorities Working Group, a subgroup of the University Libraries Metadata Working Group, which includes the cataloging department heads from all Emory University libraries.
• Participates in library committees related to primary job assignment as appropriate.
• Represents the library on university committees and task forces related to primary job assignment OR at the request of the Senior Vice Provost for Library Services & Digital Scholarship.
• Serves on professional and scholarly association committees, task forces, work groups, and other entities at the local, state, regional, national, and international level as appropriate to position and area of expertise.
• 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.
• Presents on work-related topics and research at professional and scholarly conferences, symposia, and workshops. Publishes on work-related topics and research in professional and scholarly publications.
• Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintaining general knowledge of current trends in higher education, academic libraries, and information and educational technology.

Required Qualifications

• ALA-accredited master’s degree in Library and Information Science OR equivalent education and experience (subject expertise combined with appropriate industry experience and/or library experience).
• Knowledge of basic administration, management and automation of various Content Management Systems and installed software packages.
• Technical expertise including:
  • 2+ years related experience with metadata schemas, XML, and XSLT.
  • Knowledge of Semantic Web technologies (RDF, RDFS, OWL, SPARQL).
  • Familiarity with semantic web W3C standards and ongoing efforts.
  • Experience with Internet architecture and services, including HTTP, HTML, Web Services, JSON, JavaScript, and AJAX techniques.
  • Experience coding in a scripting language, such as PHP, Python, or Ruby.
  • Experience with database technologies and retrieval systems, such as Oracle, SQL Server, Postgres.
  • Experience working with APIs and in Linux/Unix server environments.
• Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.; ability to work productively on cross-cultural teams.
• 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.
• Capacity to respond effectively to changing needs and priorities.
• 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.
• Demonstrated knowledge of current trends and issues in academic libraries or higher education.
• Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

**Preferred Qualifications**

- Bachelor's degree or extensive coursework in computer science or related field.
- At least 2 years of professional experience working with metadata in an academic library setting.
- Experience with Ex Libris products (Primo, Aleph, Metalib, SFX).
- Knowledge of library technology protocols such as OpenURL, OAI-PMH, and Z39.50.

**Application Procedures**

Applications and nominations for the position are welcome and must be sent to Linda Nodine via email (eul-libjobs@emory.edu). Applications may be submitted as Word or PDF attachments and must include:

1. 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 July 10 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 and minorities.

**General Information**

Professional librarians at Emory are 12-month faculty-equivalent positions appointed on 3-years renewable contracts and receive appropriate professional leave and funding. Administrative librarians are also 12-month faculty-equivalent positions appointed on 5-years renewable contracts and receive appropriate professional leave and funding. Depending on educational credentials, administrative 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 contract renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

**Description of Institution and Library**

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 7,656 undergraduates and 6,580 graduate and professional students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 27,747 and an annual operating budget of $4 billion. Emory University received $520.3 million in research funding in 2012. Emory recently concluded a successful fundraising campaign that raised $1.69 billion from 149,000 donors.

Ranked among the top 25 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 9 libraries, the holdings include more than 3.9 million print and electronic volumes, 83,000-plus electronic journals, and
internationally renowned special collections. Emory is well known in a number of collection areas including modern literature, African-American history and culture, U.S. Southern history and culture, and U.S. civil rights. Emory Libraries staff number approximately 137 and the overall library budget is approximately $25.3 million. The Emory Libraries is a member of the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), 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), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

The Emory Libraries include the Robert W. Woodruff Library, which is also home to the Manuscripts, Archives & Rare Book Library (MARBL). Other campus libraries, which serve the specialized and professional schools, include the Goizueta Business Library, the Woodruff Health Sciences Library, the Pitts Theology Library and the Hugh F. MacMillan Law Library in addition to the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

For complete posting, visit this website: http://web.library.emory.edu/about/employment-opportunities/librarian-positions