Title: Archival Metadata Librarian
Category: Faculty, Librarian (Open Rank)
Department: Special Collections and University Archives
Benefits: 22 Days Annual Leave, 15 Days of Sick Leave, 3 Days Personal Leave, 15 Paid Holidays
Tuition Remission, Health, Dental, Vision, and Prescription

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Committee on Institutional Cooperation, a robust organization of Big Ten member institutions, is particularly meaningful to the University Libraries and will further propel the university’s ascendancy in academic excellence.

The collections and services of Special Collections and University Archives (SCUA) are at the heart of the research and teaching mission of the university, and attract researchers from the international community of scholars. Collection strengths include labor history, Maryland history and culture, modern Japanese history, mass media and culture, history of the book, women’s history, historic preservation, American and British writers and poets, and the history of the University. Collection highlights include the National Public Broadcasting Archives, the Library of American Broadcasting, the George Meany Memorial AFL-CIO Archive, the Gordon W. Prange Collection, and the Katherine Anne Porter Collection. The University of Maryland Libraries is also home to important special collections in the performing arts, including the International Piano Archives at Maryland. The SCUA staff is committed to reaching out to the research community at large, facilitating access to these world-class collections that document key aspects of the human experience at the university, local, state, national and international levels.

The Archival Metadata Librarian works between SCUA and the Metadata Services Department (MSD) to create, enhance, and transform descriptive information for SCUA’s valuable unique collections. This work is critical to facilitating ways for students, faculty, and researchers around the world to discover the rich and varied material in these collections. Reporting to SCUA’s Researcher and Collection Services Supervisory Librarian with input from the Head of MSD, the Archival Metadata Librarian supports description activities in SCUA and MSD, and also collaborates closely with personnel in Digital Strategies and Stewardship (DSS). This position directs the day-to-day workflows of processing and cataloging and oversees the work of students, staff, and librarians participating in these activities. The position works actively with staff across MSD and SCUA to describe and make available material utilizing a variety of standards and tools. The successful candidate will manage and direct the processing of archival material in a variety of formats as well as work to identify ways of streamlining and consolidating current workflows and processes. This position also participates in managing metadata creation for in-house and vendor based digitization projects.

QUALIFICATIONS
Demonstrated abilities:

- Knowledge of current trends in both metadata and special collections fields, including digital issues as they relate to special collections; knowledge of approaches and standards for describing a variety of audiovisual, print, and other analog formats.
- Ability to create a program of research and service appropriate for Libraries faculty on the permanent status track.
- Ability to train, supervise, develop, and evaluate staff and students and to organize their work.
- Excellent written and oral communication skills and interpersonal skills.

Education: Master degree in Library or Information Science required. Second master degree in field relevant (eg. humanities) to SCUA’s collections and services preferred.
Required Experience:

- One year working in an archival/special collections setting or a cataloging department.
- One year supervisory experience in an archival/special collections setting or a cataloging department.
- Demonstrated experience leading a project in an archival/special collections setting or a cataloging department.

For the full position description, please go to [http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. For additional information, consult the following website: [http://www.president.umd.edu/policies/ii-100B.html](http://www.president.umd.edu/policies/ii-100B.html).

**APPLICATIONS:** Electronic applications required. Please apply online at [https://ejobs.umd.edu/postings/39196](https://ejobs.umd.edu/postings/39196). No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter which includes the source of advertisement, a resume, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until January 22, 2016.

*The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.*