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Metadata Strategist Librarian

🏢 Seattle University

📍 Seattle, Washington, United States   **(On-Site)**

Diversity Focus

Posted 6 days ago

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ACRL 2025 Conference, Minneapolis
April 3, 2025 - April 4, 2025

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💼	Job Type Full-Time	⏱	Job Duration Indefinite
💵	Salary $75,000.00 - $85,000.00	🏪	Library or Company Type Academic/Research (College/University)
👤	Min Experience 5-7 Years	🎓	Min Education Master's Degree
✈	Required Travel 0-10%	🖹	Salary - Type Yearly Salary

⌄ See more

Description

Seattle University's Lemieux Library and McGoldrick Learning Commons seeks a creative and collaborative Metadata Strategist Librarian to lead the development and implementation of innovative metadata strategies that ensure discovery and access to collections in support of teaching, learning and research and to meet evolving user needs. As a member of Resource Acquisition & Management (RAM), and working in collaboration with RAM staff, Library Faculty and various library departments, including Scholarly Services and Special Collections and Archives, this position will maintain and develop standards, documentation and best practices for the development and maintenance of metadata structures, processes and hierarchies within the library.

As a member of the Library Faculty, the Strategist will participate in the Liaison Program to provide collection and service support for academic programs; contribute to library-wide initiatives by serving on library, campus, and Orbis Cascade Alliance active standing and project groups; participate in strategic planning initiatives; and cooperate closely with other library units.

This 12-month term faculty position, at the rank of Assistant or Associate Librarian, begins July 1, 2025, and will report to the Director, Resource Acquisition and Management. Rank will be determined by the level of experience of the successful candidate. The Lemieux Library is especially interested in promoting an environment of inclusive excellence throughout the institution and welcomes applications from candidates committed to fostering a diverse, equitable, and inclusive work environment.

Core Responsibilities

Metadata Leadership and Operations

- Manage, analyze, enhance, and document the metadata and cataloging workflows including batch processing (loading, exporting, importing) for all types of resources to ensure consistency, accuracy and efficiencies within ExLibris Alma
- Create metadata description and classification, for all formats, including descriptive and subject metadata for electronic resources, following local practice, consortium policies, and best practices
- Lead projects that include data migration, reformatting or repurposing, and choosing appropriate metadata mappings and tools; lead pilot projects and experiments on innovative ideas or new tools
- Collaborate with colleagues to develop metadata best practices, including selecting metadata schemas and controlled vocabularies especially from an EDI perspective
- Maintain a working knowledge of existing and emerging metadata standards, tools, and best practices, as well as developments in interoperability, with a focus on standards the library currently employs
- Supervise, mentor, and train 1 FTE Library Technician (Metadata). Conduct annual performance review

Institutional Repository Support

- Maintain and improve current IR metadata for digital and open collections, including but not limited to student and faculty research and creative work, conferences, journals, campus policies and publications, and research information and datasets

- Design, evaluate, and implement processes for harvesting, ingesting, and syncing, metadata from across a variety of platforms for new collections and formats (digital images, video, multimedia, etc.,)
- Work with the Scholarly Services Librarian and Liaison Librarians to identify candidates for IR content and collections
- Create and update tutorials, guides, and other instructional materials on IR submissions, collections, and search strategies, and on current Open Access publishing models
- Engage the IR in identity management for Seattle University scholars by maintaining metadata related to authorities, references, and citations
- As a member of the IR Team, contribute to the development and maintenance of repository plans, policies and information
- Collaborate with Scholarly Services Librarian, Director of Marketing Student Engagement and Web Application Developer to develop active marketing strategies to promote the value and use of the IR
- Monitor and contribute to local, regional, and national discussions relating to metadata standards, IR platforms, and emergent practices in scholarly communication

Special Collections and Archives Support

- Maintain and improve current IR metadata for Special Collections and Archives, including but not limited to student and faculty research and creative work, conferences, journals, campus policies and publications, and research information and datasets
- Provide and maintain description of archival collections according to recognized archives standards (DACS, EAD, Dublin Core, etc.) including the preparation of finding aids for input into the Orbis Cascade Alliance ArchivesWest
- Employ best practices for metadata in special collections including the creation of guidelines, assign subjects, use descriptive metadata, consider backlogs
- Maintain a keen understanding of users' needs and preferences to help describe what is in the collections for our users

Application review begins April 7, 2025. Open until filled. Preliminary interviews will be conducted online, and the campus interview will be in person. Questions regarding the position may be directed to Jan Hartley, Chair of the Search Committee, at hartleyj@seattleu.edu.

Compensation at a Glance:

Salary Range: $75,000 - $85,000

Seattle University has provided a compensation range that represents its good faith estimate of what the University may pay for the position at the time of posting. The salary offered to the selected candidate will be determined based on factors such as the qualifications of the selected candidate, departmental budget availability, internal salary equity considerations, and available market information, and not based on a candidate's gender or any other protected status.

Your total compensation goes beyond the number on your paycheck. Seattle University provides generous leave, health plans, and retirement contributions that add to your total compensation package.

Benefits at a Glance

Consistent with its fundamental Jesuit values, Seattle University offers a wide range of benefits designed to care for the whole person. Choose from three different medical plans, a dental, and vision insurance programs. Protect your income with life, short & long-term disability coverage. Plan for your future with up to a 10% employer contribution for retirement benefits, comprised of a 5% nonelective employer contribution and an additional dollar-for-dollar match of your voluntary contributions up to a maximum of 5%. You may also take advantage of 100% paid tuition benefits for the employee and dependents, a subsidized transportation benefit, a wellness program with free access to an onsite fitness facility, and a wide variety of campus events. Enjoy a generous holiday schedule, including a paid Holiday break closure in December, and paid sick leave. For more information explore the Benefits website at: https://www.seattleu.edu/hr/benefits/

Requirements

Qualifications

Minimum Degree Required

ALA-accredited master's degree in library and information science or international equivalent graduate degree

Minimum qualifications

- A minimum of 5 years of demonstrated professional experience with experience in metadata management and leadership
- Experience with creating and maintaining metadata for collections in a library digital institutional repository
- Knowledge of cataloging standards and practices including LC Classification, LC Subject Headings; MARC formats, RDA, and use of OCLC Connexion
- Strong command of non-MARC metadata standards (DACS, EAD, Dublin Core, etc.) including experience with creating EAD finding aids and with archival descriptive practices for manuscripts, audiovisual materials, and artifacts
- Experience with mark-up languages including XHTML, XML
- Experience with Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) with one or both of BePress Digital Commons or Ex Libris Primo
- Knowledge of and demonstrated interest in scholarly communication, open access, and copyright
- Project management skills including prioritizing workload, managing a variety of tasks, and completing projects in a timely manner
- Ability to work both independently and collaboratively with division and library staff and Library Faculty
- Excellent oral and written communication skills including the ability to explain complex concepts to staff with differing levels of expertise.
- Willingness to accept and support the mission of Seattle University and its commitment to the vision and values of Jesuit and Catholic higher education.

Desirable Qualifications

- 7+ years of demonstrated professional experience in an academic library or relevant setting, with experience in metadata management and leadership
- Experience with Ex Libris' Alma and Primo VE; BePress Digital Commons; Springshare LibGuides;
- Familiarity with or willingness to learn transformation languages, e.g. XSLT, CSS
- Familiarity with or willingness to learn Python and other scripting languages, e.g. JavaScript
- Experience with API's
- Willingness to accept and support the mission of Seattle University and its commitment to the vision and values of Jesuit and Catholic higher education.

Job ID: 77208832

SEATTLEU

Seattle University

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