OVIATT LIBRARY

Digital Materials Metadata Assistant

Job ID: 4425

Job code: 2888

Job Grade: Library Services Specialist III

Major Duties

Under general supervision, the Digital Materials Metadata Assistant analyzes digitized and digital materials and enters metadata according to best practices using digital asset management systems. The incumbent adds and/or edits existing metadata across multiple collections; updates records within various content management databases, including CONTENTdm and Archon, to connect digitized resources with associated physical collections; encodes finding aids in Encoded Archival Description (EAD) and submits EAD-encoded finding aids to the Online Archive of California (OAC); oversees the work of student employees assigned to metadata tasks as needed; assists in entering metadata according to best practices using the campus digital repository platform ScholarWorks; and works with CSUN Institutional Repository personnel to ensure metadata adheres to local cataloging needs; assists with adaptive cataloging of library materials on Online Computer Library Center (OCLC) and the Library's catalog system using standards; edits Machine Readable Cataloging (MARC) records on OCLC and/or Library's catalog system using standard bibliographic reference tools; creates disc images, runs integrity checks and redactions, and exports accessions reports for archival processing staff by using digital forensics hardware and software for the acquisition of born-digital archives; works on special projects and performs other duties as assigned.

Qualifications

Four years Library Assistant experience with GED or equivalent OR three years Library Assistant experience with a Bachelor's Degree in job related field required. Experience using CONTENTdm or similar system and web interfaces required. Knowledge of VRA, METS, MODS, PREMIS schemata and XML preferred. Thorough knowledge of and ability to interpret overall library policies and procedures and an in-depth knowledge of library operations, policies and procedures pertaining to assigned functional area, including a solid understanding of individual work functions and the ability to adapt work procedures. Working knowledge of library collection and its organization, as well as classification schemes. Demonstrated expertise in creating and correcting bibliographic records. Thorough knowledge of external online databases, system and resources, including the ability to perform complex online searches. Thorough knowledge of institution's and library's policies and practices associated with the ethical use of and access to library and online resources. Working knowledge of national standards pertaining to library operations, including a thorough knowledge of institutional standards pertaining to copyright and intellectual property protection and the ability to interpret and apply them, as well as explain them to patrons, to ensure compliance. Demonstrated expertise in using library automated system(s), especially subsystem(s) pertaining to the functional area, including database maintenance. Ability to
investigate and research more complex problems, including analyzing and interpreting information. Ability and specialized skills to: analyze resources and apply standards and best practices used in the description and maintenance of digital materials; experience with the creation of metadata using the Dublin Core schema; experience with EAD; familiarity with MARC21 format and with controlled vocabularies and name authorities such as the LCSH, TGM, and AAT; experience using CONTENTdm or similar system and web interfaces; work independently and with attention to detail; work as part of a team within complex workflow, and contribute to a positive and productive environment. Candidate must possess good oral and written communication skills.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: $3371 - $5555

The anticipated hiring range: $3371 - $4000, dependent upon qualifications and experience.

General Information

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

How To Apply

Please complete the on-line application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

Initial review begins February 2, 2013, and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:

http://www-admn.csun.edu/ohrs/employment/

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.