The Department of Collection and Resource Services in the Zach S. Henderson Library invites applications and nominations for the position of Catalog Metadata Librarian. This position is located on the Statesboro campus.

In January 2017, the University System of Georgia Board of Regents voted to consolidate Armstrong State University and Georgia Southern University. The new, 27,000-student university will be named Georgia Southern University with campuses in Savannah, Statesboro, and Hinesville. The expected timeline for the first entering class will be fall 2018. Complete details are available at http://consolidation.georgiasouthern.edu/.

Within this setting, the Zach S. Henderson Library's mission is to support the University by providing access to information, collections, and services designed to meet the scholarly needs of the University. In addition, the Library promotes independent lifelong learning, employs a learner-centered service ethic, and ensures a comfortable and secure study environment. The Catalog Metadata Librarian plays a pivotal role in the library's mission, working in a collaborative team environment to facilitate discovery and access to library collections, information, and knowledge for the student, researcher and scholar alike.

Position Description. Reporting to the Head of Collection and Resource Services Department, the Catalog Metadata librarian requires advanced cataloging knowledge and skills in order to support the cataloging, metadata, and discovery services of the department. The Catalog Metadata librarian performs original cataloging of diverse materials in a full range of subject areas and oversees quality of control of previously cataloged content. The position is a 12-month tenure track faculty appointment at the level of assistant professor, and the salary is competitive and commensurate with qualifications and experience. The Catalog Metadata librarian supervises several cataloging staff members as well as student interns and student assistants.

Required Qualifications:

• ALA-accredited master's degree
• Must be authorized to work in the United States for the duration of employment without assistance from the institution
• Minimum of one year of demonstrated professional cataloging experience
• Ability to create original as well as copy bibliographic records for monographs, serials, non-print materials, digital resources, and special collections
• Working knowledge of cataloging schemas, MARC and non-MARC, and best practices
• Working knowledge of digitization principles/practices and archival standards
• Working knowledge of library trends in metadata, resource discovery & access, and digital resources
• Working knowledge of OCLC Connexion and integration with library management systems
• Demonstrated aptitude for using technology
• Excellent oral and written communication skills
• Excellent interpersonal skills
• Excellent organizational and project management skills
• Ability to work collaboratively with colleagues in the library as well as university faculty
• Ability to provide cataloging metrics for reporting
• Interest in and potential for meeting established promotion and tenure criteria

Preferred Qualifications:
• Three years of professional cataloging experience
• Experience with the Alma library resource management system
• Experience cataloging in a consortium
• Experience cataloging special collections and archival materials
• Experience cataloging special collections and archival materials
• Experience creating controlled vocabularies
• Experience creating local authority records
• Experience training staff in cataloging practices

Screening of applications begins March 1, 2018, and continues until the position is filled. The preferred position starting date is negotiable. A complete application consists of a letter addressing the qualifications cited above; a curriculum vitae; and the names, addresses, telephone numbers, and email addresses of at least three professional references. Other documentation may be requested. Only complete applications submitted electronically will be considered. Finalists will be required to submit to a background investigation. Applications and nominations should be sent to:
  Debra Skinner, Search Chair, Search #67522
  Georgia Southern University
  Collection & Resource Services Department
  Zach S. Henderson Library
  Electronic mail: dskinner@georgiasouthern.edu
  Telephone: 912-478-5025

More information about the institution is available through http://www.georgiasouthern.edu or http://library.georgiasouthern.edu/faq/employment/. Georgia Southern University seeks to recruit individuals who are committed to working in diverse academic and professional communities and who are committed to excellence in teaching, scholarship, and professional service within the University and beyond. The names of applicants and nominees, vitae, and other non-evaluative information may be subject to public inspection under the Georgia Open Records Act. Georgia Southern University is an Affirmative Action, Equal Opportunity institution. Individuals who need reasonable accommodations under the ADA to participate in the search process should contact the Vice Provost.