



Metadata Quality Assurance Associate

Technology Systems and Support Services
(Library Assistant III)

**** This position is a one year, term appointment.****

The MIT Libraries is seeking a production-oriented individual to assist our small Metadata Quality Assurance team in providing quality control for records loaded into Barton, the Libraries' online catalog. This position provides the opportunity to contribute to increasing the quality of our metadata and its associated processes and workflows, while gaining experience in a dynamic academic library setting.

RESPONSIBILITIES: The Metadata Quality Assurance Associate is primarily responsible for quality control of bibliographic utility and vendor source bibliographic and authority records loaded into the Barton database. The Associate will resolve vendor- and ILS-generated bibliographic and authority control reports and establish authorized headings. They will also resolve reports and facilitate coordination between the link resolver system and the bibliographic database. The Associate is responsible for post-cataloging bibliographic problem resolution for vendor produced catalog records and for loading records and providing quality assurance of our institutional repository and other sources of non-MARC metadata. In consultation with the Metadata Systems Librarian, the Associate will focus on the current backlog, making sure priorities are addressed.

QUALIFICATIONS: Required – Two years direct/related experience, which provides understanding of metadata, and cataloging; post high school education can count toward experience. Experience with one or more of the following: cataloging records including SFX, DSpace, or the ALEPH library system; metadata standards including Dublin Core (DC), RDA and MARC21; and IEEE Learning Object Metadata (LOM). Solid experience with automated library systems and with standard computer software such as word processing and spreadsheet programs, e-mail, and Internet technologies. Strong technical skills including ability or ability to learn to create/maintain macros and use database applications and wikis, as well as a demonstrated affinity for and adeptness in learning, understanding and effectively using new software and technology. Aptitude for accurate, detail oriented work. Excellent organizational skills and demonstrated ability to manage competing priorities and work with minimal supervision. Ability to identify problems and carry out solutions independently or in collaboration with others. Excellent interpersonal and communication skills, both verbal and written, and ability to work as an integral part of a service team. Demonstrated initiative and flexibility for successfully adapting and working creatively in a dynamic environment. Preferred - Experience in academic and/or research library and/or a customer service environment.

HOURS: 35 hours per week, Monday-Friday, between 8:00 a.m. and 6:00 p.m. Some flexibility in scheduling is possible.

HOURLY RATE AND BENEFITS: \$20.00/hour minimum. Actual based on qualifications and experience. MIT offers excellent benefits including a choice of health plans, a dental plan, tuition assistance and fully subsidized MBTA passes for local bus and subway service. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

APPLICATION PROCESS: Apply online at: <http://careers.mit.edu>. Applications must include cover letter and resume. Priority consideration given to those applications received by **March 27, 2017**.

MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.