Metadata Quality Assurance Associate (*Library Assistant III*)

RESPONSIBILITIES: Perform quality control of bibliographic utility and vendor source records loaded into our Alma library services platform for library materials in all formats, including electronic and print, following local and national standards.

Specific duties include:

Metadata Quality Control (80%)
- Resolve complex bibliographic and record holding issues, and establish authorized headings.
- Identify, prioritize, and perform post-cataloging bibliographic problem resolution.
- Load metadata records into Alma for record sets, for authorities enrichment, and other batch record upgrades.
- In consultation with the Metadata Systems Librarian, take a lead role in facilitating database quality assurance projects, training and directing the work of students and others, collaborating with colleagues, and tracking and reporting progress.
- Participate in the testing of cataloging subsystem upgrades and bug fixes and in the analysis of test results.
- Respond to reported problems with discovery and access of library collections, as part of the "catprob" team.
- Support metadata production and management in our digital repository (DSpace@MIT)
- Adopt new technologies, ideas, and tools for metadata management as they arise.

Departmental Participation (20%)
- Participate in department meetings and discussions and may contribute to various projects and initiatives across the MIT Libraries.
- Attend training for new systems, procedures or applications to keep current with the needs of the MIT Libraries. Utilize other available training options to continually develop skills.
- Participate in group processes to standardize, document, and maximize efficiencies in team workflows, establish team goals, collectively problem-solve, and coordinate activities and projects.
- Contribute to the creation, review, and revision of documentation of procedures and policies for team operations.
- Liaise with the Department of Distinctive Collections (DDC) to maintain standards of preservation of materials and resolve any resulting issues.

QUALIFICATIONS:

Required:
- A high school diploma or equivalent is required, and a minimum 2 years of relevant experience in library metadata services
- Familiarity with Cataloging rules and practices (RDA, etc.), Library of Congress Classification and Subject Headings, and Integrated Library System (ILS) and/or Library Services Platform (LSP) basics.
- Enthusiasm for and commitment to embracing the empathy, courage, self-reflection, and respect essential in a multicultural, diverse, and inclusive workplace, and the ability to embrace those values in collections and public service work.
- Ability to work independently and as part of a team.
- Interest and affinity for learning, understanding, and effectively using new software and technology.
- Aptitude for accurate, detailed, and quantitative work.
- Strong organizational, analytical and problem-solving skills, including ability to identify problems and carry out solutions independently or in collaboration with others.
- Demonstrated ability to manage competing priorities and work with minimal supervision.
- Positive service attitude and excellent communication and interpersonal skills, with proven ability to work as an integral part of a service team and to interact effectively with a variety of people.
- Demonstrated initiative and flexibility for successfully adapting and working creatively in a dynamic environment.

Preferred:
- Bachelor's Degree
- Experience using OCLC Connexion, encoding standards, and Ex Libris' Alma Library Services Platform
- Ability to work with productivity/scripting tools that can help with metadata production, such as: MacroExpress, OCLC macro language, OpenRefine, Python, Alma "drules", etc.
- Experience and/or familiarity with descriptive cataloging of special formats, including serials and music.
- Experience with acquisitions workflows and/or software.

We expect the candidate to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

HOURS: 35 hours per week. Monday-Friday 9 am - 5 pm; hours may change based on business needs and MIT's academic calendar.

HOURLY RATE AND BENEFITS: This job is a Pay Grade 5 with the following hourly range (min-mid max):

21.72/hr	29.46/hr	37.15/hr

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.

This is a union position. Employees working in this position are covered by the collective bargaining agreement between the MIT Libraries and American Federation of State, County and Municipal Employees Council 93. Provisions related to wages, benefits and other terms of employment are contained in the agreement. Any questions regarding the agreement should be directed to lib-hr@mit.edu

APPLICATION PROCESS: Apply online at: https://hr.mit.edu/careers applications must include cover letter and resume. Priority will be given to applications received before October 21st, 2022; position open until filled.

ABOUT THE MIT LIBRARIES:
The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

VISA SPONSORSHIP: MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.