Metadata Specialist

The Ohio State University Libraries seeks an analytical and innovative individual to fill the position of Metadata Specialist. Under the general guidance of the Metadata Initiatives Librarian, the position focuses on creating, transforming, and remediating metadata related to digitized and born-digital library materials, representing a rich and diverse array of formats, subjects, and levels of existing description. Applies knowledge of multiple metadata standards and formats to perform metadata audits and clean up to ensure compliance with guidelines and formats. Prepares and verifies batch loads. Coordinates with colleagues throughout the library to ensure efficient workflows for digital collection production, from selection to discoverability. Ensures application of various metadata standards and provides training and oversight to staff performing routine metadata creation. Hires and supervises student employees and may direct staff in performing metadata work. Manages and prioritizes multiple concurrent projects, including ongoing communication and collaboration with partner units. Consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of Content and Access. All other duties as assigned.

Required Qualifications:
Bachelor’s degree in Data Analytics, Information Studies, Communications, or Art/Humanities or other appropriate field; or an equivalent combination of education and experience. Two years of experience manipulating data using Excel spreadsheets. Effective oral, written, and interpersonal communication skills. Excellent analytic skills, including complex problems solving. Detailed oriented.

Desired Qualifications:
Experience creating and editing descriptive metadata. Experience with project management. Familiarity with metadata standards, such as Dublin Core. Familiarity with tools that clean-up and transform metadata, such as Python, XSLT, and OpenRefine. Aptitude for learning new technologies or software.

Pay Range:
$17.00 - $19.00 per hour.

Application
Please submit resume, cover letter, and online application at https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Metadata-Specialist_R27632-1 by September 19, 2021.
The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, disability status, or protected veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.