

The Libraries have an immediate opening for a full-time Library Specialist Sr in Digital Services. Apply online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 30978.

Position Summary Description

The primary responsibilities of this position are to oversee digitization of items in the University Libraries collections, including unique, rare, and archival library material and to create and enhance metadata to facilitate access through our local digital repositories. Duties include supervising students responsible for digitization and image editing, managing digitization projects, and creating and updating bibliographic records in MOspace, the MU Digital Library, WorldCat, and MERLIN. Functions independently, receiving general guidance and periodic reviews.

Digitization work

- o Oversees digitization lab activities, including supervision of student workers and oversight of digitization work (scanning, image editing, and uploading) for assigned projects.
- o Oversees file conversion, ensuring files are converted according to project specifications.
- o Creates and manage collection and item level records in the Digital Library.
- o Performs digitization work to complete own projects.
- o Follow department standards and best practices.

Metadata creation and updating

- o Creates records for MOspace and the MU Digital Library.
- o Enhances current records to improve access.
- o Evaluates, upgrades, creates, and enhances WorldCat bibliographic records following national, local, and consortial standards for bibliographic description, metadata coding, classification, subject analysis, and authority practices.
- o Creates original authority records for personal and corporate names, following national and local standards.

MOspace Institutional Repository work

- o Provides backup for MOspace work, including adding documents and tracking projects.

Other duties and projects

- o Provides monthly statistical and activity reports within seven days following the end of the month.
- o Provides reports on activities related to committee work, continuing education, and work-related activities.
- o Prioritizes, organizes, and manages workload.
- o Follows established standards and guidelines to accomplish tasks and to solve problems.
- o Contributes to the libraries' overall mission of service by establishing and maintaining excellent relations with MU Libraries users and staff.
- o Contributes to the libraries overall mission of service by participating in committee work, forums, etc.
- o Keeps current on work-related matters by reading, attending training, etc.
- o Other projects as assigned.

Salary

\$15.29/hour

Minimum Qualifications

Bachelor's degree or an equivalent combination of education and experience and at least 1 year of experience from which comparable knowledge and skills can be acquired is necessary.

Preferred Qualifications

- Experience using Photoshop to edit digital images.
- Supervisory experience.
- Experience managing projects.
- Experience with metadata standards such as RDA, Dublin Core, MODS, and MARC.

Benefit Eligibility

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at

<http://www.umsystem.edu/totalrewards/benefits>

MU Diversity Commitment: The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence.

Equal Employment Opportunity

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)