

Digital Collections Metadata Specialist, The University of Nevada, Las Vegas, NV

The University of Nevada, Las Vegas seeks candidates for the following temporary grant-funded position:

Digital Collections Metadata Specialist

Responsibilities: Work collaboratively with Special Collections and Digitization staff to plan and create digital collection metadata contributing to the creation of the LSTA grant-funded Southern Nevada: The Boomtown Years 1900-1925 digital collection.

- Utilize national best practices, metadata standards, data dictionaries, and metadata procedures for digital collections
- Perform research as needed on original materials to identify appropriate subject terms and search terms
- Assign original descriptive metadata to item records in order to facilitate search and retrieval of CONTENTdm records
- Create project metadata data using controlled vocabulary, natural language terms, thesauri, and local subject headings
- Perform data entry and quality control of metadata records.
- Normalize data and prepare metadata for batch uploading
- Work with library staff to develop metadata templates and map selected fields to Dublin Core standards
- Maintain documentation and progress reports during grant period to contribute to final report.

Required qualifications: BA (in any field)required. Educational background in history, information studies, or library science will be given preference. Knowledge of Southern Nevada history preferred. Experience with metadata creation or cataloging of museum/library/cultural collections. Experience working with database programs (MS Access and Excel) required.

Preferred qualifications: Completed MLS, or graduate work towards degree in Library Science or Information Studies. Knowledge of Dublin Core metadata standards and metadata for digital collections. Experience with database design, and/or CONTENTdm software.

This is a temporary professional position funded for July 2008-June 2009.

Flexible work schedule (approximately 30 hours per week).

Please send letter of interest, resume, and contact information for three

professional references to Cory Lampert, Digitization Projects Librarian (cory.lampert@unlv.edu.)