Metadata Librarian
Auburn University

Job Title	Metadata Librarian
Department	Library
Institution	Auburn University
	Auburn, Alabama
Date Posted	Jun. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Assistant Professor
Academic Field(s)	Library Sciences (all categories)
Job Website	https://www.auemployment.com/postings/53891
Apply By Email	

Job Description

Auburn University Libraries seeks an innovative, enthusiastic, and user-focused individual to serve as the Metadata Librarian. Reporting to the Head of the Collections, Discovery, and Resource Sharing (CDR) Department, the Metadata Librarian is responsible for creating and maintaining resource description for information resources in multiple formats. This professional will perform original and enhanced MARC-based descriptive cataloging of library materials using RDA. Other responsibilities include assisting with the development and use of metadata for digital projects, special collections and archival materials, and other information resources as assigned. As part of the Discovery Unit within the CDR Department, this position will be expected to contribute to ongoing improvements in overall metadata strategy and best practices that support the mission of Auburn University and its Libraries. This position works closely with other personnel in the Department, as well as the other units in the Libraries on cataloging and managing collections. This twelve-month tenure-track position requires professional and scholarly activity as well as service on library and university committees.

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MAJOR RESPONSIBILITIES:

- Original and enhanced MARC-based descriptive cataloging of information resources in all formats
- Cataloging materials using Dublin Core or other metadata schemas as needed
- Working individually and as part of a team in the assessment, development, and implementation of metadata strategies for special projects as assigned
- Assisting with troubleshooting access issues for electronic resources that involve descriptive metadata in collaboration with the E-Resources Team and Discovery Unit
- Developing and maintaining policies, procedures, and other types of documentation as needed
- Maintaining current awareness of emerging trends and developments in metadata and cataloging
- Performing other duties and assisting with special projects as assigned

SALARY / BENEFITS: Minimum salary of $60,000 for an Assistant Professor. Salary will be commensurate with experience/qualifications. This is a twelve-month tenure-track position. Benefits include 20 days of vacation leave/12 days of sick leave per year; participation in State Teachers' Retirement System (mandatory); additional voluntary retirement plans available; health/dental/life/disability insurance.

To apply, visit: **https://www.auemployment.com/postings/53787**

Auburn University Libraries is a member of the Association of Research Libraries (ARL), Association of Southeastern Research Libraries (ASERL), Hathi Trust, Coalition for Networked Information (CNI), and other organizations of academic institutions. The Libraries has completed its 2019-2024 strategic plan in alignment with the Auburn University Strategic Plan and is currently working on its 2035 Strategic Plan.

Auburn University is one of the nation's premier public land-grant institutions. In 2024, it was ranked 47th among public universities by *U.S. News and World Report*. Auburn maintains high levels of research activity and high standards for teaching excellence, offering Bachelor's, Master's, Educational Specialist, and Doctoral degrees and the professional degrees. Its 2024 enrollment of 34,145 students includes 27,907 undergraduates and 6,238 graduate and professional students. The University is nationally recognized for its commitment to academic excellence, its positive work environment, its student engagement, and its beautiful campus.

Auburn residents enjoy a thriving community, recognized as one of the "best small towns in America," with moderate climate and easy access to major cities or to beach and mountain recreational facilities. Situated along the rapidly developing I-85 corridor between Atlanta, Georgia, and Montgomery, Alabama, the combined Auburn-Opelika-Columbus statistical area has a population of over 500,000,

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with excellent public-school systems and regional medical centers in the areas.

Auburn University is understanding of, and sensitive to the family needs of faculty, including dual-career couples. Additional information can be found on our website: **http://www.auburn.edu/academic/provost/pdf/guidelines-dual-career-services.pdf.**

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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