

## **Cataloging and Metadata Librarian**

Full-time, Benefitted

Position Number 12880

(Internal/External)

### **Position Summary**

The Gordon B. Olson Library at Minot State University, Minot, North Dakota, invites applications for a full-time Cataloging and Metadata Librarian.

### **Position Responsibilities**

- Perform copy and original cataloging according to nationally-standardized cataloging and metadata policies and practices.
- Collaborate with colleagues and vendors to ensure access to electronic resources, including e-journals.
- Gather and analyze collections metrics to support decision-making. Compile and report statistics for institutional, state, and national reports, including a monthly acquisitions list for institutional use.
- Plan and execute projects to enhance access to the library's collection.
- Staff the reference desk during scheduled times during the day and on evenings and weekends.
- Work with faculty liaisons to build the library's collections in assigned areas.
- Serve on the library marketing committee.
- Participate in assessment activities.

### **Required Qualifications**

This position requires a Master's degree from an ALA-accredited library science program. Other required qualifications include: excellent written, verbal, and presentation communication skills and the ability to work effectively with colleagues, students, faculty, administrators, and the public.

### **Preferred Qualifications**

Additional qualifications that we are looking for in a successful candidate include experience working in an academic library and experience cataloging academic materials.

### **Compensation**

The salary range is \$34,800 to \$50,000 commensurate with qualifications and experience. Our comprehensive fringe benefit package includes

employer-paid full family coverage for health insurance, TIAA-CREF retirement plan, and tuition-waiver benefits.

### **About Minot State University**

The Gordon B. Olson Library is a medium-size academic library with six full-time librarians. Founded in 1913 as a Normal School, Minot State University is the third-largest public university in North Dakota. We serve a diverse student body of approximately 3000 students and offer more than 80 degrees at the undergraduate and graduate levels. Minot, North Dakota (population 48,000) is a safe community with a high quality of life. As the cultural hub for the region, Minot affords more cultural and recreational opportunities than might be expected for a town of its size.

### **Application Procedures**

To apply, please visit: <https://www.minotstateu.edu/hr/jobs/>

Please submit a letter of application, a current resume, and the names and contact information for three references.

### **Additional Information**

Screening of applications will begin immediately and will continue until the position is filled.