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 collections metadata contributing to the creation of the LSTA grant-funded *Historic Landscape of Nevada: Development, Water and the Natural Environment* digital collection.

- Assist in the planning and documentation of metadata procedures for a complex grant-funded digital collection involving a digital asset management system and institutional repository
- Perform research on original materials in a variety of formats to identify appropriate subject terms and search terms
- Utilize national best practices, metadata standards, and data dictionaries to plan access points for digital collection materials
- Assist in the creation of metadata providing descriptive natural language titles, assigning controlled vocabulary terms, and using thesauri to facilitate search and retrieval
- Work with library staff to develop metadata templates and map selected fields to Dublin Core standards
- Manage metadata process using control files and maintain quality control of metadata records throughout process
- Create, edit, upload, and manage item records in CONTENTdm (digital collection software); assist in management of controlled vocabulary lists and field properties
- Participate in planning for web presentation (information architecture and interface design process), participate in web site planning (features for collection home page and custom queries)

**Required qualifications:** BA (in any field). Demonstrated study, interest and knowledge of information studies/library science, environmental science, or history will be given preference. Experience with metadata creation or cataloging of museum/library/cultural collections. Must demonstrate commitment to high-quality work, even while working in a self-directed environment. Candidate must be detail-oriented and a self-motivated learner.

**Preferred qualifications:** Completed MLS, or graduate work towards degree in library science/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 2010-June 2011. Flexible work schedule (approximately 30 hours per week). **Project funding ends June 30, 2011.**

Please send letter of interest, resume, and contact information for three professional references to Cory Lampert, Digitization Projects Librarian (cory.lampert@unlv.edu).