



OTTERBEIN UNIVERSITY

School of Professional Studies

Courtright Memorial Library

**Metadata & Assessment Librarian & Instructor/Assistant/Associate Professor
Non-Tenure Track**

QUALIFICATIONS: MLS/MLIS from an ALA-accredited library school required for the rank of Assistant or Associate Professor. Candidates seeking terminal degree (MLS/MLIS) will be considered at the rank of Instructor. Candidates are required to have two years of experience and/or knowledge of cataloging standards including processes and procedures related to OCLC, MARC, AACRII, and/or RDA, LCC, DCC; working knowledge of Bibframe and next generation library systems.

The successful candidate will also possess the following preferred experience; general knowledge of metadata standards such as Dublin Core, MODS, DACS; experience with a shared catalog, such as OhioLINK and OPAL borrowing system and databases. Candidates must also possess demonstrable analytic skills, ability to interpret data and to deliver quality analysis.

STARTING DATE: January 28, 2017

RESPONSIBILITIES: The Metadata & Assessment Librarian will manage all cataloging and metadata department activities and oversee library assessment work, including:

- being responsible for original and complex cataloging of materials in all formats
- serving as metadata specialist, including but not limited to advising on metadata standards and assisting in development and implementation of best practices, tools, procedures and workflows
- setting priorities for the processing of materials and the allocation of resources
- conducting ongoing evaluation of library metrics, analyzing information, providing reports using analytical software and working with colleagues to determine recommendations for improvement and/or new or retiring of specific library offerings
- handling project management related work

- assisting with reference services during scheduled and on-call hours, including weekends and evenings; and supervising library personnel during assigned evening shifts and at times when weekend coverage is needed due to staffing situations.
- hiring, training, evaluating and supervising student assistants
- serving as library liaison to assigned departments and participating in information literacy instruction
- participating in technical services and library-wide projects, including library-wide marketing and public relations activities
- participating in University engagement and Library Advocacy
- participating in campus committees and library professional activities (including maintaining active consortia relationships, particularly with OPAL and OhioLINK)
- actively participating in the life of the university

DEPARTMENT: The Courtright Memorial Library consists of a library director with administrative/faculty status, six librarians with non-tenure track faculty status, two administrators, and five support staff. Each librarian is a liaison to a number of departments and programs within the university, including student organizations. The mission of the Courtright Memorial Library is to actively engage in and contribute to the teaching, learning and research needs of the entire Otterbein community. As intellectual partners in the quest for knowledge, the library staff provides access to information, develops a diverse collection, and nurtures critical thinking skills to develop self-sufficient, life-long learners. To learn more about the Library, please visit our website at [Courtright Memorial Library](#).

OTTERBEIN UNIVERSITY Otterbein University is a small private university nationally-recognized for its intentional blending of liberal arts and professional studies through its renowned Integrative Studies curriculum and its commitments to experiential learning and community engagement. Otterbein is a recipient of the 2015 Carnegie Community Service Classification; a finalist for the 2014 President’s Award for Economic Opportunity Community Service; and has been honored With Distinction by the President’s Higher Education Community Service Honor Roll since the list’s inception in 2006. It stands in its category’s top 10 percent in *U.S. News & World Report’s* guide to “America’s Best Colleges.” Otterbein offers more than 70 undergraduate majors; seven master’s programs; and a doctorate in nursing practice (DNP). In addition, Otterbein is home to the science, technology, engineering, arts and math (STEAM) Innovation Center, a unique resource that combines academics with the business and manufacturing needs of our community.

WHERE: Our picturesque campus is perfectly situated in Westerville, Ohio, America’s fifth friendliest town (*Forbes*), just minutes from Columbus, the 15th largest city in the country. Otterbein’s commitment to opportunity started with its founding in 1847 as one of the nation’s first universities to welcome women and persons of color to its community of teachers and learners, which now numbers 2,400 undergraduate and 400 graduate students. Otterbein remains committed to its relationship with the United Methodist Church and its spirit of inclusion, and welcomes people of all backgrounds to Otterbein’s Model Community. To learn more about Otterbein, visit www.otterbein.edu.

APPLICATION: Send letter of interest, curriculum vitae, a statement of teaching philosophy, and three (3) current letters of reference to: Dr. Barbara Schaffner, Dean of the School of Professional Studies, Otterbein University, One South Grove Street, Westerville, OH 43081. Email submissions: academicjobs@otterbein.edu. For full consideration, applications should be received by January 2, 2017. However, applications will be reviewed until the position is filled. **Finalists for the position will be asked to submit an official transcripts for their highest degree earned.** Visit us at www.otterbein.edu/professionalstudies to learn more about the School of Professional Studies.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources
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