

About UMass Amherst

UMass Amherst, the Commonwealth's flagship campus, is a nationally ranked public research university offering a full range of undergraduate, graduate and professional degrees. The University sits on nearly 1,450-acres in the scenic Pioneer Valley of Western Massachusetts, and offers a rich cultural environment in a bucolic setting close to major urban centers. In addition, the University is part of the Five Colleges (including Amherst College, Hampshire College, Mount Holyoke College, and Smith College), which adds to the intellectual energy of the region.

Job Summary

As Metadata and Processing Specialist, arrange and describe archival collections according to professional archival principles and standards; catalog manuscripts, photographs, and other material; create descriptive metadata according to the Robert S. Cox Special Collections and University Archives Research Center's best practices using EAD and MODS metadata schemas; enhance existing metadata; work closely with colleagues in the Center to determine priorities; and perform other duties as assigned.

Essential Functions

- Process archival collections, support the managing of archival collections, and assist in the preparation and transfer of records to the Special Collections and University Archives.
- Work with archivists, make recommendations for processing and digitization priorities, and prepare progress reports to share with the Head, Robert S. Cox Special Collections and University Archives Research Center.
- Catalog manuscripts, photographs, and other materials in a range of archival collections; create finding aids and bibliographic records for collections.
- Create descriptive metadata, review existing metadata, and enhance legacy records, as necessary.
- Use EAD and MODS metadata schemas to describe materials in manuscript collections. Prepare descriptive records that conform to all relevant metadata standards.

- Conduct subject analysis for manuscripts, photographs, and other materials; research collections in order to provide accurate descriptive information.
- Train and supervise the work of departmental student staff to ensure provision of services and adherence to work standards. Provide on-the-job training and orientation as needed.
- Participate in the Libraries' assessment program by collecting, maintaining, and recording usage statistics for monthly reports as needed.
- Attend professional development activities as required to meet departmental goals and objectives.
- Serve on internal library committees as needed.
- Work collaboratively and effectively in support of promoting teamwork, diversity, equality, and inclusiveness within the Libraries and the campus.
- Work a schedule of Monday-Friday, daytime hours.

Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)

- Bachelor's degree with one year of relevant library experience (Bachelor's degree with relevant course work towards a Master's degree in Library Science may be substituted for the one year of experience).
- Basic knowledge of EAD, DACS, MODS, DC, and other relevant metadata standards.
- Knowledge of digitization standards and practices.
- Strong analytical, written, and oral communication skills.
- Excellent interpersonal and organizational skills.

Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)

- Experience with historical research.
- Experience in archival theory and practice, familiarity with specialized archival/records management terms and thesauri.
- Certificate from an archival or library or information technology program.
- Ability to solve problems independently and to recognize when to refer.
- Supervisory experience.

Additional Details

Under general supervision of the Head, Special Collections and University. This position is also expected to exercise a high degree of independent judgement in the performance of tasks. Will supervise student assistants.

Work Schedule

Monday-Friday, 8:30 to 5 p.m.

Salary Information

Position level 25

[Salary Chart](#)

Applicant Instructions

Please submit your application [online](#) and include a resume, cover letter and contact information for three professional references. The position will remain open until filled.

UMass Amherst is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, UMass Amherst is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the UMass Amherst to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.