

Position: Library Assistant III - Systems and Digital Initiatives

Loyola Marymount University seeks an energetic, self-directed individual for the position of Library Assistant III - Systems and Digital Initiatives.

Loyola Marymount, founded in 1911, is a comprehensive university in the mainstream of American Catholic higher education. Located on the west side of Los Angeles overlooking the Pacific Ocean, LMU is one of the nation's 28 Jesuit colleges and universities and five Marymount institutions. It serves 6,000 undergraduates and 2,200 graduate students in the Colleges/Schools of Liberal Arts, Science and Engineering, Business Administration, Communication and Fine Arts, Film and Television, Education, and Law. The William H. Hannon Library (<http://library.lmu.edu>) was opened in 2009 and serves as the intellectual and cultural hub of the university. Loyola Marymount seeks professionally outstanding applicants who value its mission and share its commitment to academic excellence, the education of the whole person, and the building of a just society. LMU is an equal opportunity institution actively working to promote an intercultural learning community.

The incumbent, reporting to the Head of Systems and Digital Initiatives, holds responsibilities supporting development and maintenance of the digital collection, Digital Commons, digital scholarship, the integrated library system, and related library technologies. The library is committed to achieving inclusive excellence and ethnic and racial diversity among our staff, including our librarians.

Responsibilities:

- Manage the routine maintenance of the library's website on the campus content management system (CMS).
- Provide desktop support for library-specific software and hardware, e.g., integrated library system (ILS), digital asset management system (DAMS).
- Triage and troubleshoot library staff technical support issues.
- Manage digitization, materials handling, and maintain proper quality control procedures for the Digital Collections. Maintain documentation in tracking digitization activities and prioritization.
- Coordinate processing, compiling, and conversion of master and access files.
- Create metadata to describe, organize, and manage digital objects.
- Assist with maintaining Digital Collections and the Digital Commons repositories. Upload metadata and digital content to the online repositories and perform quality control procedures.
- Maintain digital scholarship projects and other web-based projects.
- Assist managing approval responsibilities for patron self-submissions into Digital Commons.
- Assist creating and managing web-archiving projects.
- Assist in the creation and maintenance of documentation of workflows and procedures.
- Represent LMU within the library community and at professional organizations or associations, serve on committees as required.
- Perform other duties as assigned or requested.

Qualifications:

Experience:

- Minimum 3 years experience in a library or information science related position.
- Preferred experience handling archival materials. Experience with digitization/scanning technologies. Experience using imaging tools, e.g., Photoshop, GIMP. Experience developing workflows and writing procedures.
- Knowledgeable in the areas of academic library functions and standards, preferably in the digital library field. Familiarity in the area of higher education desirable.
- Demonstrated proficiency in using various technologies, and in Windows and Macintosh operating systems. Preferably knowledgeable about web and digital technologies, content management systems, and relational databases. Ability to troubleshoot technological problems and find appropriate solutions. Some knowledge of HTML and web editing tools, some knowledge of principles of content description and metadata schema/markup standards, e.g., Dublin Core, MODS, MARC21, and XML.
- Knowledge of basic web server function, networking, and file system maintenance.
- Preferred experience working with a Library Services Platform/Integrated Library System, e.g., Sierra, Voyager, Millennium, Alma. Experience with content management systems (CMS), e.g., TERMINALFOUR, WordPress, Drupal. Experience working with digital asset management or institutional repository system, e.g., Digital Commons, CONTENTdm, Fedora, DSpace.
- Exemplary communication skills, both written and oral, as evidenced by effective exchange of work-area information with staff and students. Interpersonal skills and ability to follow both written and oral directions. Ability to work both independently and in a team environment. Ability to adapt to a changing work environment, both in terms of work assignment and application of technology.
- Exemplary organizational skills and demonstrated ability to perform detail oriented tasks. Evidence of strong decision and problem-solving skills.

Education:

- Typically, a Bachelor's degree or equivalent experience or coursework in library information science preferred.
- Incumbent will be expected to continue upgrading knowledge, skills, and abilities. This position offers pre-professional experience working in a library; applicants currently in library school or attending library school in the future are encouraged to apply.

The position will be available February 1, 2018. Deliberations on the pool of candidates will begin as resumes are received.

Applicants should submit the following materials:

1. Cover letter
2. Resume/CV
3. List of references

to: <https://jobs.lmu.edu>

Inquiries should be addressed to:

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