

**Graduate Assistantship  
Technical Services Division  
Access Content Management (CAM) Department  
220 Main Library  
1 Position (50% FTE) 20 hrs/week**

**Available:** August 16, 2008 – August 15, 2009 with the possibility for renewal.

**Duties and Responsibilities:**

The Graduate Assistant works with the Metadata Librarian to support the metadata preparation for the various digital collections. Duties may include:

- Documenting workflows
- Creating metadata for digital projects
- Providing support for the instructional activities
- Copy cataloging for books to be digitized
- Enhancing OPAC records

**Desired Qualifications:**

- Library experience, especially in cataloging
- Knowledge of MARC, Dublin Core, or any other metadata schemas
- Completing Cataloging or TSD related classes
- Ability to work in a collaborated team environment
- Ability to work independently on assigned projects