

Application Process

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Content Management Lead

Stony Brook University: Provost Office: Library

Location: Stony Brook University

Open Date: Feb 19, 2024

Deadline: May 16, 2024 at 11:59 PM Eastern Time

Description

This is a tenure track position. Internal/external posting. Projected start date July 2024.

Reporting to the Associate Dean for Collection Strategy and Management, the Content Management Lead provides leadership, guidance, training, and workflow management in a collaborative and diverse working environment. The Content Management Lead will be expected to participate in faculty activities such as research and scholarship, faculty governance, and professional activities consistent with University standards for promotion and tenure.

Responsibilities Include:

- Oversee and provide leadership for various platforms' cataloging, metadata management, and strategic initiatives.
- Supervise staff members and coordinate the work of others involved in metadata production and management.
- Apply values of diversity, equity, inclusion and accessibility to metadata/data enhancement and remediation.
- Establish policies, procedures, and priorities in cataloging and metadata services. Review and evaluate workflows and assignments to increase efficiencies.
- Ensure compliance with national standards in cataloging and metadata.
- Manage vendor arrangements for the outsourcing of cataloging and metadata work as needed.
- Use data technologies to Identify, enrich, and remediate metadata/data to enhance the discovery and delivery of library content.
- Coordinate and implement authority maintenance policies and practices across the library management system, discovery, and repository systems.
- Promote a culture of experimentation and entrepreneurship throughout the libraries to drive continuous improvement and creative solutions in metadata services.

About the Libraries:

The University Libraries are an essential partner in Stony Brook University's mission of global leadership in research, discovery, and learning, positioning ourselves as the hub of collaboration, digital innovation, open scholarship, and creativity. We provide the best possible access to a wide-range of resources in multiple formats and world-renowned special collections and actively contribute to student success and faculty productivity through teaching and research services in alignment with the University's strategic priorities. The collection exceeds 1.8 million volumes, including e-books, print and electronic journals, digital collections, microforms, music recordings, a sizable map collection, and primary source documents. The Libraries include six distinct facilities, including Melville Library, Marine and Atmospheric Sciences, Chemistry, Math/Physics, Southampton, and the Health Sciences Library that together receive more than two million visits each year. As the largest academic research library on Long Island, the Libraries serve as a vital resource for regional and global communities.

The University Libraries play a key role in advancing the University's commitment to furthering diversity, equity, inclusion, and accessibility in our spaces, collections, services, and outreach. We have a strong commitment to DEIA values in our hiring, training, and daily work practices, where differences are acknowledged, respected, and celebrated. We welcome candidates who genuinely embrace the empathy, courage, self-reflection, and intentionality of a diverse and inclusive workplace to apply.

Qualifications

Required Qualifications:

- Relevant advanced degree (foreign equivalent or higher) with a combination of education and experience commensurate with the requirements of this position.
- At least one year of experience in cataloging or metadata services.
- Record of professional activities, including research, presentations, or engagement in professional organizations.

Preferred Qualifications:

- Experience in metadata workflows for distinctive collections and other digital and tangible materials.
- Experience in coordination or administration of library management systems.
- Working knowledge of current cataloging and metadata standards and emerging trends.
- Interest or experience with data management and quality practices and applying emerging technologies.

Application Instructions

Special Notes:

This is a tenure track position at the rank of Senior Assistant Librarian. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Internal and external search to occur simultaneously. Anticipated Start Date: July 2024. The position will be posted for 6 months, with a priority deadline 30 days from posting date.

Salary for this position is \$83,000 plus a \$3,087 location stipend.

Application Instructions for online submission:

- Application letter explaining your qualifications, relevant experience, and commitment to diversity, equity, and inclusion.
- Curriculum vitae.

- 3 references (contact information only). References will only be contacted for the finalist.

For questions regarding this position, please contact search committee chair, Clara Tran at clara.tran@stonybrook.edu.

All application materials must be submitted online. Please use the Apply Now button to begin your application.

For technical support, please visit Interfolio's Support Site (<https://support.interfolio.com/>) or reach out to their Scholar Service Team at help@interfolio.com or (877) 997-8807.

The selected candidate must successfully clear a background investigation.

In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (631) 632- 6350. It can also be viewed online at the University Police website at <http://www.stonybrook.edu/police>.

Equal Employment Opportunity Statement

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please contact the Office of Equity and Access at (631)632-6280.