The Albert B. Alkek Library at Texas State University is seeking a Digital Collections Librarian. Reporting to the Head of Digital and Web Services, the Digital Collections Librarian will provide daily management and oversight of the university’s institutional repository, data repository and assistance with metadata on digital projects.

The library at Texas State University has managed an institutional repository since 2005 to support the dissemination of scholarship produced by faculty and students. The library is beginning a new initiative to support the dissemination of research data through a partnership with the Texas Digital Library using a hosted Dataverse data repository.

RESPONSIBILITIES: Manage a Dspace institutional repository and serve as liaison with the Texas Digital Library and manager for a hosted Dataverse data repository. Work with Texas State University researchers to ingest and deposit data into the Texas Data Repository (TDR), and scholarship into the Digital Collections Repository. Establish and maintain metadata standards, and coordinate/apply specialized metadata schema to digital resources for the various repositories, and specialized digital collections. Coordinate repository software updates with 3rd party vendors and Texas State University information technology staff. Participate in outreach and education for the repositories through newsletter articles, social media posts, presentations, and training. Compile unit reports, write policy & procedures, track & report statistics, and other documentation. Coordinate and/or perform special projects, participate in department & other staff meetings and perform other duties as needed. Engage in professional activities in accordance with Texas State University’s standards for promotion for professional librarians and curators.

QUALIFICATIONS:

Required:

Master’s degree from an ALA accredited program

Knowledge of:
- institutional repository and data repository software
- Dublin Core
- metadata schema for academia articles, electronic thesis and dissertations, and repositories

Ability to:
- communicate clearly and effectively
- work independently and collaboratively to contribute to a positive and efficient work environment
- compile statistics and create reports
- give presentations and provide training

Skills in
- oral, written, and interpersonal communications
- analyzing and solving problems
- software/computing including: MS Word, MS Excel and basic desktop and internet applications

Preferred:

Knowledge of:
- Dspace, Dataverse, Vireo, and SWORD repository software and protocols
- data management planning
- open repository standards and scholarly publishing processes and issues
• multiple bibliographic database systems including Sierra
• project management

**SALARY AND BENEFITS:** Salary commensurate with qualifications and experience. Advancement in rank is available through the Librarian/Curator Career Ladder. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

**BACKGROUND CHECK:** Employment with Texas State University is contingent upon the outcome of a criminal history background check.

Texas State's 38,849 students choose from 98 bachelor’s, 90 master’s and 12 doctoral degree programs offered by the following colleges: [Applied Arts](#), [McCoy College of Business Administration](#), [Education](#), [Fine Arts and Communication](#), [Health Professions](#), [Liberal Arts](#), [Science and Engineering](#), [University College](#) and The [Graduate College](#). As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

Application information:

Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.