

Metadata Research Assistant

York University is the leading interdisciplinary research and teaching university in Canada. York offers a modern, academic experience at the undergraduate and graduate levels in Toronto – Canada’s most international city. The third largest university in the country, York is host to a dynamic academic community of 62,000 students, faculty and staff, as well as 295,000 alumni worldwide. York’s 11 Faculties and 25 research centres conduct ambitious, ground-breaking research that is interdisciplinary and cuts across traditional academic boundaries.

Description of Position: This appointment is designed to support the creation of *The FSL Knowledge Accelerator*. This project, recently funded by Heritage Canada and Ontario Ministry of Education, is an evolving clearinghouse and resource repository mobilizing knowledge and best practices in teaching French as a second language. The main activity for the creation of the accelerator is to (i) develop and strengthen the links between inquiry-based research and practitioners, both present and future, and (ii) to ensure that practitioners and students in Education have access to Open Educational Resources for their professional development. This is a unique platform serving the needs of FSL and French teachers, students choosing FSL teaching for a career, community organizations and schoolboards leaders to connect and develop skills, strengthen competencies and create FSL pedagogical resources and knowledge objects. The incumbent will have the opportunity to work closely alongside the project’s Co-leads and the Glendon accelerator development team on the metadata component of the project. The ideal candidate will be a creative problem solver, will be comfortable with technology and have a keen attention to detail.

Specific Duties: Reporting to the Glendon Accelerator Co-leads, the successful candidate will:

- Plan and oversee ongoing metadata creation, conversion and standardization for *The FSL Knowledge Accelerator*
- Ensure compliance with local policy, project requirements, and evolving national and international metadata standards
- Work closely with project colleagues to develop and maintain metadata-related policies and procedures
- Design, develop and implement effective metadata methodologies and workflows
- Aid in the training of project colleagues and conduct regular quality control over descriptive metadata outputs
- Provide advice and direction on metadata policies, procedures, and best practices
- Perform other duties as assigned

Qualifications:

- An ALA-accredited Master’s degree in Library and Information Science or equivalent
- Applied experience managing aspects of metadata creation for digital content, including selecting, implementing, and documenting metadata standards, overseeing quality control, data clean up, and mapping between datasets
- Familiarity with current cataloguing principles and standards as defined in FRBR, RDA and MARC formats
- Familiarity with terminology and resources in the areas of education and pedagogy (curriculum, approaches, etc.)
- Demonstrated knowledge of, and ability to apply, implement and analyze, metadata standards (including MODS and DublinCore)

- Familiarity with machine actionable languages, such as XML and JSON
- Familiarity with linked data principles and standards
- Excellent analytical and problem-solving skills combined with a capacity for complex, detail-oriented work
- High level technical troubleshooting acumen with demonstrated evidence of continuous learning
- Demonstrated project management skills and ability to balance and prioritize competing work and time constraints
- Demonstrated ability to be flexible, creative, and work effectively in a fluid and dynamic institutional environment
- Ability to work independently and in collaboration with others
- Independent learner, capable of resolving technical questions by leveraging on-line support networks
- Strong communication and interpersonal skills
- Ability to learn quickly and be able to perform in a fast-paced working environment
- Knowledge of terminology and of resources in the area of education and pedagogy an asset

Number of Hour per Week: 10-15 hours per week. Availability for flexible scheduling.

Compensation: As per current CUPE 3903, Unit 4, Collective Agreement

Start Date: As soon as possible

End Date: March 30th, 2021

Date of Posting: October 20th, 2020

Application Deadline: November 2nd, 2020

Application Process:

Interested applicants to e-mail their resume and cover Letter to Dominique Scheffel-Dunand at dsdunand@glendon.yorku.ca. Please indicate the posting title in the subject line.