

Digital Librarian, Educational Publishing

Join University Readers, an innovator in the college textbook publishing industry, as we expand our library of digital content! As a member of our Editorial team, you would be the person responsible for organizing and preserving our library of digital readings and making them accessible to professors nationwide.

We are looking for a well-organized, reliable, dynamic multi-tasker who is very comfortable with computers, loves to learn, and thrives on hard work and a fluid environment. This position is budgeted for 40 hours per week into August to complete a specific project, and the hours could be flexible. After that, the position could become regular part time or full time, depending on the growth of our business—which you would help to drive.

Responsibilities:

- Create and preserve digital collections and make them accessible
- Enter metadata to describe and classify readings in the library
- Answer questions from colleagues, contributing professors, clients, and potential clients about available content and the library's organization and operation
- Create and maintain documentation for new policies and procedures related to the position
- Track usage and recommend improvements

Plus other tasks needed to meet the Editorial team's and the company's goals

Required:

- Accuracy and strong attention to detail
- Ability to catalog using metadata
- Highly skilled with standard computer software, including Microsoft Office and Adobe Reader (PDFs)
- Methodical approach to tasks and demonstrated ability to collaborate with teammates, set priorities, keep accurate and up-to-date records, meet deadlines, solve problems, and take initiative
- Willingness to roll up your sleeves to get a job done, regardless of job description
- Effective written, oral, and interpersonal communication skills

Preferred:

- A degree in library or information science or two or more years of experience in the digital publishing, university libraries, digital libraries, or document

management

- Familiarity with markup languages
- Familiarity with current trends in digital copyright and long-term management and preservation of digital objects
- Exposure to book acquisition, development, and production functions

This is a great opportunity for the right person. Although you would at first be hired as a temporary employee, you would have a good chance of becoming a full member of the company by the end of the year. You would be helping to build a vital element of the company's future growth. University Readers is poised to triple in size over the next few years, and the person who fills this position would have an opportunity to advance within the company in addition to growing professionally.

Our company offers employees a stimulating and entrepreneurial work environment; smart, creative, dedicated colleagues devoted to making teaching and learning easier; and convenient and well-equipped office space in Sorrento Valley.

Start date is **immediate**. Compensation is hourly and depends on experience.

For consideration, please e-mail your resume along with an informal description of your key qualifications for this position. Convince us that you're the ideal candidate! Submit materials to Becky Smith, Managing Editor, bsmith@universityreaders.com. Please, no phone calls or drop-in visits—we're really busy!

An Equal Opportunity Employer

Company Description: University Readers provides valuable print and digital publishing services for faculty, staff, and students around the country. As a San Diego-based entrepreneurial company with ambitious growth plans and a humming national e-commerce site, we work hard and challenge one another to perform our best. We value hard-working and customer-centric team members who want to make a difference, solve problems, and take initiative and ownership of their work.

<http://www.universityreaders.com>