Position Title: Library Technical Services Assistant III

Hourly Rate: $7.75

Department: ISR-Library

Supervisor: Lisa Viezbicke

Work Location: Library, Technical Services

Account Number: 01-40370-00000-00000-xxxxx

Do multiple individuals hold this position at one time? □ Yes  □ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 8 - 10 hours per week.

The student will work □ Monday thru Friday □ Saturday □ Sunday □ any day of the week.

Hours are available during the following times of the day: 8:30 am - 5:00 pm.

Department/Position Overview

The purpose of Technical Services is to acquire and process materials for addition to the library collection, including books, CDs, DVDs, print serials, and government documents. Students will establish a regular schedule with their supervisor, be responsible for reporting to work on time, be dependable, observant, possess good communication skills, be able to recognize anomalies and deal with varied and complex procedures. Students will search online catalog, perform data entry, process and shelve materials, unpack shipments, check-in and shelve print journals and government documents, prepare items for bindery and process items when returned from bindery. Weed material and update local databases to reflect current holdings, and other projects as assigned.

1. Maintain the online public catalog by adding new records and by correcting existing records and holdings information as needed.

2. Search shared record service (OCLC) for records matching item in hand, import records to local database (Sirsi) making necessary adjustments to conform to local protocols and standards.

3. Assign basic call numbers and make preliminary recommendations for more complex cases.

4. Supervise students in database processing of newly acquired materials, including: entry of holdings information, creation of item records; physical processing; and editing and enhancing existing bibliographic and item records.
Description of Duties and Tasks

☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☒ Run errands on and/or off campus, including campus mail pick-up and delivery

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

☒ Ability to lift 30 lbs

☒ Student trains and overseas work of 3-4 students.

☒ Student is expected to make decisions and complete projects on their own or with little staff oversight.

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☒ Detail oriented with strong organizational skills

☒ Familiarity with specific computer software, listed here: Microsoft Word & Excel

☒ Familiarity with specific equipment, listed here: Prior experience working with SirsiDynix Symphony, WorldCat.

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Prior experience working in Technical Services receiving and processing materials.