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│      GTU STUDENT EMPLOYMENT      │
│         JOB DESCRIPTION          │
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Dept./Organization: Main Library / GTU Library Collection Development
Supervisor: Head of Technical Services & Collection Development

Job Title: **Collection Management Assistant**

Job Description:
The Collection Management Assistant undertakes various short-term projects necessary for the general management of the Library's print, microform, digital, and other media collections.

Responsibilities:
 1) Assist in the verification and preparation of library books for relocation to offsite storage.

2) Verify items-in-hand against existing cataloging record.

3) Update location and status information on each appropriate record.

4) Pack books in boxes for shipment.

5) Maintain standard shipping notations for boxes created.

6) Develop a protocol for the recognition and resolution of various problems as they become apparent.

7) Other duties as assigned may include: assisting various staff members as needed with assorted Collection Development/Collection Maintenance projects [such as shelving items; reconfiguring existing shelving; relocating shelved, filed or stored items; boxing materials for removal.]

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Required Experience, Skills, & Knowledge
- Demonstrated ability to:
    - Work collaboratively with Library Staff
    - Perform repetitive tasks accurately and neatly
    - Pay attention to detail but also recognize anomalies and seek advice
    - Follow instructions well
    - Communicate effectively with colleagues.
    - Use or easily learn office computer applications, especially those supportive of the Library work environment
    - Lift and carry 50 pound boxes
- Close vision and ability to adjust focus for working on computers
- Ability to shift a number of boxes using a cart and push/pull a book cart weighing up to 200 pounds
- Ability to reach above shoulder, below shoulder and at arms' length to remove books from shelves and pack boxes
- Ability to bend and stoop to reach books on lowest shelves in library

- Ability to manipulate a computer keyboard, mouse and paperwork/files
- Regular attendance is required as essential part of job

Hours:	8-19 per week between Monday - Friday 8:30 a.m. - 5.00 p.m.
Hourly rate:	$13.00
Apply to:	Clay-Edward Dixon, Head of Technical Services & Collection Development, Flora Lamson Hewlett Library
Email:	cedixon@gtu.edu
Application process:	Send applications before 12/18/15, end of Fall semester. Applications will be reviewed as received.

GTU is an Equal Opportunity Employer