

<p style="text-align: center;">GTU STUDENT</p> <p style="text-align: center;">EMPLOYMENT OPPORTUNITY</p>
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Dept./Organization: Main Library / GTU

GL Account #:

Supervisor: GTU Library Technical Services Staff

Job Title: Student Acquisitions and Cataloging Assistant

The GTU Library seeks a dependable, detail-oriented, and dedicated student to join the Technical Services Department. The Student Acquisitions and Cataloging Assistant will assist staff by checking in & processing the ongoing varying influx of new acquisitions, performing copy cataloging to add new materials to the catalog, and performing database maintenance. The successful candidate will communicate effectively, have excellent organizational skills, a strong attention to detail, the ability to problem-solve and multi-task, show strong initiative, and have excellent follow-through. The successful candidate will be able to develop specialized skills in internationally recognized standards of cataloging practice.

Duties include collecting mail and shipments from the library's delivery area and mail room, sorting, and processing contents; checking-in and verifying shipments against invoices; maintaining ongoing monthly statistics and invoice files; checking for the presence and accuracy of data elements in bibliographic records; performing bibliographic identification and verification for copy cataloging & gift processing; assisting with database maintenance to correct or enhance records and identify problems; developing new and detailed department procedural documentation; and other duties as assigned including but not limited to shelving, reconfiguring existing shelving, relocating or boxing materials, or assisting with cataloging projects.

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, include the ability to learn copy cataloging utilizing national standards and systems, dependability and excellent attendance, ability to perform repetitive tasks, ability to work independently and with others, and the ability to perform primarily sedentary work that also requires ability to stoop, kneel, and lift, push, or carry up to 50 lbs. Candidates who are willing and able to remain in the job for an extended period, have familiarity with Millennium ILS, OCLC, MS Word and Excel, and language skills in any of German, French, Italian, Spanish, Latin, Hebrew, or Greek are strongly preferred.

Working hours would be 10-20 hours weekly to be worked in regular shifts assigned by supervisor between the hours of Monday-Friday, 8:30am-5pm.

Hourly rate: \$13.25

Period of employment: Work to begin as soon as possible

Application deadline is Friday April 28, 2017. Interested applicants should submit a GTU student employment application at the Library's circulation desk and send a resume or letter of interest to kfarrell@gtu.edu.