Technical Services Assistant

Institution:
Ernest Miller White Library, Louisville Seminary

Position Description:
Temporary, Part-time, 15-20 hours per week, flexible day time hours

Salary: $12.00/hour

Job Duties:
Receives and processes shipments
Generates labels for cataloged items
Returns duplicate volumes, damaged items and titles received in error
Enters item records for bibliographic records already in the library system
Processes order requests for monographs in all formats,
Performs other technical services duties as needed
Opportunity to learn copy cataloging, editing, updating, and importing of records from OCLC to the library system using Connexion software

Opportunity for hands on introduction to the work of technical services in a small academic library

REQUIRED QUALIFICATIONS:
Bachelor’s degree
General computing skills, including database searching
Familiarity with Microsoft Office software, especially Word and Excel
Facility with detailed work and organization
Ability to balance accuracy and productivity

PREFERRED QUALIFICATION
Current MLIS student
1-2 years library experience, particularly in technical services
Experience with integrated library systems
Working familiarity with cataloging standards and OCLC Connexion software
Familiarity with WMS a plus

Please send cover letter and resume to

Angeles Ramos-Ankrum   e-mail   aankrum@lpts.edu