

## **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](mailto:aankrum@lpts.edu)