Position Title: Library Assistant – Cataloger II
Reports To: Director of Library Services
Department: Academic Affairs
Classification: Full-time, Exempt, Grant-Funded, Benefits Eligible

POSITION OVERVIEW
The Library Assistant-Cataloger II is responsible for providing reference assistance, collection maintenance, cataloging and technical services. This position will also be responsible for inventory of collection, management of special collections and evaluation of data.

DUTIES AND RESPONSIBILITIES

- Catalog materials on online access
- Develop reservation system for virtual assistance
- Track and compile statistical data
- Create online surveys and evaluations
- Assist in preparing annual reports

MINIMUM QUALIFICATIONS

- Graduation from a 4-year college or university
- At least 2 years of library or related experience
- Available to work evenings and weekends

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of common library practices and procedures
- Strong customer service skills
- Ability to communicate effectively orally and in writing
- Tech savvy when it comes to troubleshooting and innovation
- Familiar with integrated library systems
- Experience using Microsoft Suite
- Ability to work independently with little supervision
WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please