



## **POSITION ANNOUNCEMENT**

1530 Harden Street • Columbia, SC, 29204 • (803) 376-5700 • [www.allenuniversity.edu](http://www.allenuniversity.edu)

### **TECHNICAL SERVICES LIBRARIAN**

One Position—Open Until Filled

December 2, 2008

The Technical Services Librarian will report to the Library Director and may be required to work some night and weekend hours in order to provide professional library service during all hours the library is open. Salary is commensurate with experience and qualifications.

#### **DUTIES AND RESPONSIBILITIES**

1. Importing, editing, and creating MARC records. Maintaining the MARC or card catalog by adding, deleting (withdrawing), correcting, or reclassifying items in a timely and orderly system and providing a statistical report monthly.
2. Locating sources for Library of Congress cataloging of all materials that are put in the library's collections or developing original cataloging for items not found elsewhere cataloged.
3. Working with other professional staff and faculty in selecting Dewey items to convert to Library of Congress classification and making needed changes to all records and materials.
4. Maintaining an accurate, up-to-date shelf list that includes date of purchase, cost, and vendor and for withdrawals: date of loss, replacement, or disposal.
5. Maintaining a system for checking in periodicals, monitoring use, and filing older issues as well as providing inventory of all items available for use. Maintaining backup files for all cataloging data and periodical collections.
6. Supervising the processing of all books, media, periodicals, and other library materials making the transition from "order-received" to "on-the-shelf" status in a rapid and accurate process.
7. Supervising student workers; and performing other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

1. Graduate degree in Library or Information Science from an ALA-accredited school.
2. One to two years of professional experience in technical processing using a web-based system or automated system.
3. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic background in a Historically Black College or University (HBCU).

#### **PREFERRED QUALIFICATIONS**

1. Flexibility and creative problem-solving experience.
2. Experience with Microsoft programs, databases, research, tutorials, web pages, and college students.
3. A willingness to embrace the vision and mission of Allen University.
4. Evidence of a strong commitment to remain current in your discipline.

#### **APPLICATION PROCEDURE**

Application package is required for any faculty position(s) for which you apply. Please do not include information that denotes age, race, sex, religion, or marital status.

1. **Cover letter:** A letter of application addressing EACH POINT listed under Minimum and Preferred Qualifications.
2. **An Official Allen University Employment Application and Resume** or curriculum vitae detailing education, experience and professional activities.
3. **Three professional letters of recommendation** written within the last 12 months.
4. **Official transcripts indicating all graduate and undergraduate courses completed and degrees awarded** (unofficial transcripts **will not** be accepted).

**Submit all application material to the above address.**