

WARREN WILSON COLLEGE

Job Description

POSITION TITLE: Library Technical Services Assistant

DEPARTMENT: Library

REPORTS TO: Acquisitions/Collection Development Librarian
Catalog Librarian

FLSA STATUS: Non-exempt

POSITION SUMMARY:

The technical services assistant participates in technical services functions by supporting the Acquisitions/Collection Development and Cataloging Departments. This individual collaborates with other library employees, student crew, volunteers, and members of the campus community in a flexible work environment.

SPECIFIC RESPONSIBILITIES:

Acquisitions and Collection Development (20 hours a week)

1. Processes and tracks orders using the III Millennium Acquisitions module
2. Performs budget accounting, record keeping, and reporting
3. Oversees the technical processing of library materials
4. Communicates with requesters, donors, vendors, etc.
5. Assists in weeding and withdrawal of library materials
6. Acknowledges, processes, and tracks gift items

Cataloging (20 hours a week)

1. Identifies and downloads bibliographic records for the local catalog using the III Millennium Cataloging module
2. Performs copy/adaptive cataloging of library materials
3. Updates the catalog to reflect changes in the collection
4. Assists with maintaining holdings in WorldCat as needed
5. Participates in record keeping
6. Assists with generating reports using the III Millennium system

Crew Supervision

1. Collaborates with the Acquisitions/Collection Development Librarian to recruit, train, supervise, and evaluate student workers in Technical Services

General

1. In consultation with the Acquisitions/Collection Development and Cataloging Librarians, develops and maintains the Technical Services Instruction Manual
2. Maintains the library supplies inventory and orders library supplies
3. Other duties as needed (i.e., reference desk, etc.)

WORKING CONDITIONS:

Able to move throughout the library, maneuver a book truck, lift up to 25 lbs., and handle older, dusty, moldy materials as the job requires

QUALIFICATIONS:

Required

Bachelor's degree

Experience with automated systems in a work environment and general computer applications, including word processing and spreadsheets

Some knowledge of Internet and Web technologies

Good oral and written communication skills

Strong organizational skills with ability to pay attention to detail

Strong interpersonal skills

Ability to perform multiple tasks and cooperate in a flexible team environment

Strongly Preferred

Experience with technical service functions, including automated library systems

Work experience in a library, especially in a college or university

Experience training and supervising other workers

CONDITIONS OF EMPLOYMENT:

Conditions of employment shall be according to the current Warren Wilson College Employee Policies and Procedures Manual. (Link to <http://www.warren-wilson.edu/~humres/employeehandbook.pdf>)