**Chatham University**
**Job Description**

**Job Title:** Technical Services Assistant - Part-time

**Position Reports to:** Head of Technical Services

**Position Summary:**
This position assists in maintaining the library's print serials, newspapers and microform, and updating relevant electronic data associated with those collections. Will also assist in digital conversion tasks and may be asked to perform copy cataloging of new and gift materials. May also be asked to participate in ongoing data cleanup in various databases and websites and will have opportunity to learn basic book restoration and archival binding.

**Qualifications:**
- Strong attention to detail
- An ability to balance physical and mental tasks
- Some understanding of monograph and serial cataloging with MARC, utilizing ALA, NASIG, US Copyright and all other relevant international regulations and standards
- Demonstrated aptitude for working in a technical services role and/or in an academic library
- MLIS degree or be a current student in a MLIS program

**Duties and Responsibilities:**
1. Serials processing
- Check-in serials in the library catalog and rotate physical display of materials
- Maintain and troubleshoot serials frequency controls in the library catalog
- Claim periodical issues for those not received
- Monitor full-text electronic MARC 856 links for at-risk titles
2. Newspapers processing
- Weekly rotate physical display of materials
- Identify and store older newspapers and supplemental materials for recycling
3. Other formats and equipment
- Be aware of emerging technologies (i.e. digital) and be able to create, tag, track and update new titles with non-standardized protocols.
- Be able to operate and maintain analog and other older formats (i.e. microform) using expired and un-supported hardware.

**Physical Requirements:**

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|---|---|---|
| Hear: Continuous | | Sit: 20% |
| Speak: Continuous | | Stand: 75% |
| See: Continuous with 20/20 acuity | | Walk: 75% |
| Stoop/Bend/Kneel/Squat: 30% | | Write: 50% |
| Use telephone: 40% | | Push/Pull: 25% |
| Use computer: 50% | | |
| Reach above shoulders: 35% | | |
| Fine hand manipulation: 55% | | |

November 18, 2014