



## **Job Posting - FT Technical Library Assistant II**

Posting Date: 03/30/2018

Closing Date: Open Until Filled

Apply Here: <https://jobs.kettering.edu/postings/4020>

Kettering University is a national leader in experiential STEM and business education, integrating an intense academic curriculum with applied professional experience.

BENEFITS include health, dental and vision coverage; retirement benefits with up to a 9% Kettering matching contribution; life and accident insurance; tuition assistance and waiver programs; vacation and holiday pay; sick and disability pay; home purchase assistance program; recreation center membership; and many other benefits.

Preferred Qualifications: Knowledge of cataloging and maintenance of online database. Knowledge of MARC cataloging standards, including new RDA rules. Knowledge of Integrated Library Systems (ILS). Ability to work efficiently with attention to detail and to meet deadlines. Knowledge of Microsoft Office and MS Publisher. Ability to work independently and as part of a team. Effective interpersonal verbal and written communication skills. Ability to supervise student workers.

### Job Specific Required Qualifications:

- College Education. Prior work experience in an academic library with knowledge of library procedures. Knowledge of library technical services work.
- Understanding and commitment to Kettering University Values:
  - a. RESPECT: for teamwork, honesty, encouragement, diversity, partnerships with students.
  - b. INTEGRITY: including accountability, transparency and ethics.
  - c. CREATIVITY: fostering flexibility and innovation.
  - d. COLLABORATION: across disciplines and with all partners.
  - e. EXCELLENCE: in all we do.

# Kettering

UNIVERSITY

## Job Duties:

Percent of Time 50% - Search OCLC database for items to be cataloged and entered into online catalog. Work on production of copy cataloging and descriptive cataloging of library materials using OCLC Connexion. Prepare original bibliographic catalog records for technical papers, media, and electronic resources. Verify authority records and use knowledge of MARC records, using NACO and other library standards, to enter data into Kettering Library Koha database.

Percent of Time 20% - Maintain and update Koha database, the Kettering University Library's online catalog, and reclassify materials.

Percent of Time 10% - Prioritize and assign work to student assistants; monitor performances; train them on work methods and procedures; make hiring and termination recommendations.

Percent of Time 5% - Input original cataloging under direction of Technical Services Librarian.

Percent of Time 5% - Process library materials (cover, stamp and sticker) and repair damaged items.

Percent of Time 5% - Performs other duties as assigned or requested.

Percent of Time 5% - Assist at Circulation Desk as needed.