

Job Opening at USM – Associate Cataloging Specialist

Come work with our Technical Services team in Hattiesburg!

The University of Southern Mississippi is currently accepting applications for the position of **Associate Cataloging Specialist**.

This position catalogs monographic and serial materials for assigned collections in University Libraries, with a focus on Special Collections materials. The Specialist's work includes creating original metadata for bibliographic records, editing complex bibliographic records, doing physical processing of resources, and participating in database and collection maintenance projects.

Minimum Qualifications:

Associate's degree or equivalent and at least 1 year of experience working in a library or related experience, or equivalent combination of education and experience.

Knowledge, Skills, and Abilities (KSA):

- Knowledge of customer service principles.
- Excellent communication skills, both verbally and in writing.
- Ability to effectively use Microsoft Office products (Word, Excel, Outlook, PowerPoint).
- Ability to identify and provide solutions to work challenges.
- Ability to manage multiple tasks, prioritize work, meet deadlines and maintain an organized and efficient work environment.
- Must be detail-oriented and timely with all required notes, files, and documentation.
- Demonstrated ability to learn new technologies.
- Ability to read and interpret documentation and standards.

Preferred Qualifications:

- Bachelor's degree from an accredited college or university in Library Science or a related field.
- Some Master's degree coursework in library and/or information science, including successful completion of one or more courses in cataloging.
- Experience cataloging in a library or archives setting.
- Experience and familiarity with the staff interface of a library services platform, OCLC, authority records, Library of Congress Classification, and electronic cataloging resources such as Classification Web Plus and/or RDA Toolkit.
- Knowledge of the basics of MARC bibliographic records and organization of information, and classification schemes.

Special Instructions to Applicants

Review of applications will begin two weeks after posting and continue until position is filled. A

completed application will include a cover letter describing interest in the position, resume, and contact information for three professional references.

Use this link to view a full job description and to apply:

<https://usm.csod.com/ats/careersite/JobDetails.aspx?id=3881&site=1>

If you have any questions about the position, please contact Diana Simpson at

diana.simpson@usm.edu