



VACANCY NOTICE
Posted: March 12, 2019

POSITION: Library Support Specialist (Collection Services)

STARTING DATE: May, 2019

JOB SUMMARY: The Library Support Specialist is responsible for supporting the library in various capacities. This position reports directly to the Head of Collection Services.

ESSENTIAL FUNCTIONS:

Cataloging:

- At the discretion of the Head of collection Services, assists in maintaining the catalog for the library including but not limited to copy cataloging, electronic materials cataloging, and other cataloging processes.
- Assists with withdrawing materials.
- Update holdings in the OCLC database.
- Assist in classifying all library materials purchased and donated.

Collection Management:

- Assist Collection Development Librarian with gathering of usage statistics for electronic resources.
- Assist Collection Development Librarian with weeding and collection assessment projects.
- Check links in electronic resources.

Book Repair:

- In conjunction with Circulation, maintains and evaluates the physical condition of items within Library Collection.
- Research appropriate and approved repair techniques, determine method of repair and perform quality book repairs.
- Creates and maintains record of items repaired.

Gifts:

- Acts as first point of contact for gift materials to the library.
- Inventories materials.
- Coordinates with the Collection Development, Cataloging Librarians, and Circulation Support Specialist to process gift materials deemed appropriate for the collection.
- Coordinates the removal of materials not deemed appropriate for the collection
- Maintains appropriate records for gift receipts and letters and coordinates with the Foundation on all gift items.

Periodicals:

- Processes periodicals and maintains the records for the periodical collection.

- Receives periodicals and shelves them.
- Maintains the periodical shelving including but not limited to bindery, storage, claims and missing materials.

Acquisitions:

- Create acquisitions database and maintain records for requested books.
- Create reports and maintain statistical records regarding request fulfillment rate and faculty request rate.
- Serve as the primary point of contact with book vendors and University Financial Affairs Office regarding status of orders under the supervision of the Collection Development Librarian.
- Coordinates with the Circulation Support Specialist and Collections Development Librarian to support the purchasing functions of the Library.

QUALIFICATIONS:

- Bachelor's degree required from an accredited college or university in related field.
- Experience in Microsoft Office required.
- At least two years of experience working in a library or related organization required; academic library experience preferred.

OTHER JOB REQUIREMENTS:

- Effective oral and written skills.
- Ability to work independently or with minimum supervision.
- Ability to work flexible schedule including evenings and weekend hours.
- Initiative to address and resolve library problems or issues.
- Ability to establish and maintain effective working relationships with students, faculty and staff, and general public.
- Ability to work well under pressure, and be flexible in the face of change.
- Working knowledge of a personal computer, specifically email, Internet, and online purchasing.
- Computer and printer troubleshooting skills, and ability to learn new computer software.
- Knowledge of library practices, procedures, standards, and organization.

SALARY: Commensurate with experience and qualifications.

UNIVERSITY INFORMATION:

Located in historic Athens, Alabama, Athens State University offers junior and senior-level coursework to community college graduates and transfer students holding sufficient credits from other institutions. Presently, over 3,100 students have selected Athens State because of its neighborly environment where 50 majors and degree programs are offered with courses taught by a supportive and exceptional faculty. Approximately 80% of the students are enrolled in at least one online course. The typical student is a working adult who commutes. Recently, the University was featured in the 2015 Best Value Online College Rankings by OnlineU.org for four online programs including computer science, accounting, education and human resources. The University offers undergraduate degree programs in Liberal Arts, Teacher Preparation, and Business. The University employs more than 350 full and part-time employees with approximately 90 full-time faculty members in three colleges: College of Arts and Sciences, College of Business, and College of Education. Seventy-five percent of the full-time faculty members hold a

terminal degree. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

Athens, Alabama is located in north Alabama equidistant between Nashville, TN and Birmingham, AL. Athens is home to several events and festivals that have been featured as the Southeast Tourism Society's "Top 20 Events in the Southeast" including the Athens Storytelling Festival and the Tennessee Valley Old Time Fiddlers Convention.

**To apply or view details, visit our website at <https://jobs.athens.edu>
The deadline to apply is April 02, 2019 by midnight, CST**

In accordance with Athens State University Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from that criminal background check.

Athens State University participates in the E-Verify system to verify employment eligibility for all newly-hired employees.

Non-Discrimination Policy Statement Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, gender, gender identity, gender expression, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities.