

Mississippi College
Leland Speed Library
Position Description

Position Title: Technical Services Associate

Brief Description: The Technical Services Associate is a member of the Technical Services team responsible for processing and cataloging the library's collections, and reports to the Cataloging Librarian. This position is a full-time twelve month staff position.

Minimum Education: Associate or Bachelor's degree

Experience: 2 years library experience preferred

Reports to: Cataloging Librarian

Skills needed: Computer skills, bookkeeping skills, detail oriented, superior oral and written communication skills, organizational skills, ability to manage a changing workplace environment, adaptability, and excellent interpersonal skills.

Responsibilities:

Acquisitions:

- Order/receive/process books, e-books, journals and newspapers
- Input invoices into the library system
- Compile and distribute monthly department budgets to librarians
- Maintain order records in the library system

Cataloging

- Catalog materials, in various formats, for the library's collections
- Troubleshoot errors in bibliographic and/or item records
- Utilize up-to-date cataloging tools
- Maintain inventory of cataloging supplies
- Perform inventory control of collections
- Process withdrawn items
- Process internally transferred material
- Update "New Titles" list monthly

Other:

- Train student workers in technical services
- Provide backup staffing at circulation desk