

JOB DESCRIPTION: LIBRARY ASSISTANT

Position title: Library Assistant for Technical and Public Service Departments

Campus: Cincinnati

Position Reports to: Heads of Technical and Public Services departments, Acquisitions Coordinator

Position: non-exempt, no supervisory duties

Primary Purpose: Provide acquisitions assistance to the Acquisitions Coordinator, Interlibrary loan, and retrospective conversion project, as well as general technical services duties.

Responsibilities:

- Assist Acquisitions Coordinator: ordering materials, copy cataloging, binding preparation.
- Retrospective conversion of materials for the online catalog, including item records & bar codes for each item.
- Resolve identified discrepancies between existing card catalog, online catalog and physical item.
- Lucille Klau Carothers-American Jewish Periodical Center: Provide estimates and fulfill orders for copies of microfilm. Retrieve & re-shelve microfilm reels. Instruct users on use of microfilm readers & printer.
- Interlibrary Loan: Responsible for fulfilling microfilm requests and general backup for ILL assistant.
- Ephemera and special collections: classify items for these collections.

Qualifications:

- Graduation from an accredited college or university with at least a Bachelor's degree preferred, or equivalent combination of education and related experience.
- Reading knowledge of Hebrew alphabet preferred; comprehension of Hebrew, Yiddish, German or other languages highly desirable
- Ability to organize, prioritize and complete numerous tasks simultaneously
- Interpersonal skills to communicate in person, via memoranda, letter, email and telephone to provide information.
- Familiarity with Microsoft Word and Excel.
- Work independently as well as cooperatively.
- Detail oriented

Please send resume and cover letter to: Laurel S. Wolfson, lwolfson@huc.edu.