

JOB DESCRIPTION
REESE LIBRARY – AUGUSTA STATE UNIVERSITY
Acquisitions and Cataloging Librarian

Nature of Work:

Work involves overall supervision of acquisitions, cataloging, and processing programs. Working knowledge of computer systems and procedures is required for performing day-to-day operations and resolving technical problems. Participation in both reference and library instruction services is required. Public relation skills are required for communicating with vendors, publishers, faculty and students. Reports to Library Director and/or Associate Library Director.

Responsibilities:

- Lead and direct activities of acquisitions, cataloging, and processing departments
- Provide overall supervision and training of staff
- Oversee all accounting and record keeping for acquisitions and serials
- Communicate with vendors, publishers, and faculty on an ongoing basis
- Maintain authority and quality control for the online Voyager catalog database
- Participate in collection development
- Participate in the general library instruction program
- Share rotating reference desk duties, including occasional evening and weekend hours
- Meet library and university requirements for promotion and tenure in the areas of teaching, service and professional development
- Perform other duties as assigned by the Director and/or Associate Director

Requirements:

- American Library Association (ALA)-accredited Master's degree
- Ability to supervise and direct the workflow of a department
- Ability to operate technology associated with modern cataloging practices
- Ability to maintain records and statistics related to technical services, to include generating reports as needed
- Ability to perform original cataloging, classification and subject analysis of all formats of materials
- Knowledge of basic accounting principles
- Excellent oral and written communication skills
- Commitment to and enthusiasm for reference service and library instruction
- Working knowledge of construction SQL queries, using tools such as Microsoft Access
- Experience with OCLC and Voyager or similar system required
- Ability to establish and maintain effective working relationships
- Candidate must pass a credit check in order to possess an ASU Purchasing Card

Salary/Rank/Benefits:

- Salary and rank commensurate with qualifications and experience
- Anticipated salary range: Mid-\$40Ks
- Benefits of the University System of Georgia [Augusta State University](http://www.aug.edu)
- Tenure track

Date of Appointment: No later than 1 July, 2010

Applications: Deadline to submit is 1 May, 2010. Applications should include: a letter of interest summarizing how candidate meets the qualifications, curriculum vitae, and contact information of three professional references. Electronically send applications to:

Ms. Yadira V. Payne
ypayne@aug.edu

Augusta State University is an equal opportunity/affirmative action employer.