Library Assistant II: Specialized Collections Assistant

The University Library at Texas State University is seeking qualified applicants for the position of Library Assistant II: Specialized Collections Assistant. Reporting to the Library Assistant IV: Head Specialized Collections Assistant, this position assists patrons at the Government Information Desk and the Periodicals/Media Desk in locating and using library collections and equipment as well as cataloging, processing, and maintaining unit collections.

RESPONSIBILITIES: Create and prepare full MARC copy cataloging records for government document materials. Correct, update, add, and/or delete item and bibliographic records in integrated library system. Process, label, and shelve federal documents according to FLDP and unit procedures. Assist patrons with research needs and equipment guidance through chat, telephone, email, and in-person consultations. Maintain physical organization of the collections, including but not limited to shelving, shelf-reading, shifting, inventory, rehousing, repairing, and labeling. Record and report statistics. Curate the newspaper and microform collections of Specialized Collections materials. Train and delegate tasks to student workers. Participate in personal, unit, and university professional development activities to enhance skills. Contribute to a high-functioning team environment by engaging positively through professional communication, flexibility, and cooperation. Perform special projects as assigned.

QUALIFICATIONS: Required: Ability to read, proofread, interpret, understand and retain complex information; ability to write grammatically correct and accurate communications and descriptions; interpersonal and oral communication skills; basic math skills in order to record statistics; problem-solving and decision making skills; organizational skills; familiarity with online database searching; experience using a library catalog or integrated library system; ability to work under pressure and handle multiple priorities and projects; ability to train and delegate tasks to student workers and instruct patrons in using the library catalog.

Preferred: Knowledge of library materials in various formats; familiarity with the Library of Congress classification system; ability to conduct basic research using print and electronic resources; knowledge of cataloging standards.

SALARY AND BENEFITS: $1,972 to $2,401 monthly commensurate with experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

BACKGROUND CHECK: Employment with Texas State University is contingent upon the outcome of a criminal history background check.
Texas State’s 37,979 students choose from 97 bachelor’s, 88 master’s and 12 doctoral degree programs offered by the following colleges: Applied Arts, McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Liberal Arts, Science and Engineering, University College and The Graduate College. As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

Application information:

Apply online at https://jobs.hr.txstate.edu

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.