



Chapman University: Cataloging and Metadata Assistant

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Position Title Cataloging and Metadata Assistant

Position Type Regular

Job Number SA48324

Full or Part Time full-time 40 hours weekly

**Fair Labor
Standard Act
Classification** Non-Exempt

**Anticipated Pay
Range** \$21.73 - \$23.00

**Pay Range
Information**

Chapman University is required to provide a reasonable estimate of the compensation range for this position. This range takes into account a variety of factors that are considered in making compensation decisions, including experience, skills, knowledge, abilities, education, licensure and certifications, and other business and organizational needs. Salary offers are determined based on the final candidate's qualifications and experience, as well as internal equity and other internal factors. The anticipated pay range is not a promise of a particular wage.

Position Summary Information

**Job Description
Summary**

Under the supervision of the Collection Management Librarian, the Cataloging and Metadata Assistant is responsible for copy-cataloging and metadata creation for materials in all formats in the law library collection. This includes batch correcting and loading MARC bibliographic records for print and electronic resources, routine bibliographic and authority record maintenance in the ILS, and withdrawing materials from the print collection. Additional duties include: loose-leaf filing, shifting, assisting in training and supervising

student workers, creating and updating procedural documentation, and working on special projects as assigned.

Copy-catalogs print monographs, serials, integrating resources, and accompanying materials.

Creates and adjusts call numbers of print material according to Library of Congress Classification.

Edits and loads vendor bibliographic records for electronic resource packages.

Withdraws material from the print collection.

Edits and updates bibliographic records in the Integrated Library System.

Updates and corrects electronic resource links.

Assists with authority record maintenance.

Inventories the print collection.

Assists with shifting material in the print collection.

Assists with filing updates for loose-leaf titles.

Writes and updates procedural documentation.

Assists in training and supervising student workers.

Assists in performing essential duties of absent staff members when necessary.

Responsibilities

Bachelor's degree; or an equivalent combination of education and experience.

Skill in reading, interpreting, or editing MARC bibliographic records.

Experience working with the staff modules of an integrated library system.

Ability to work independently and with others in a collaborative team environment.

Ability to take direction, follow established procedures and directions, and learn new technologies, tools, and processes.

Strong organizational skills and attention to detail.

Excellent written, verbal, and interpersonal communication skills in an environment with multiple concurrent projects and tasks

Proficiency with Microsoft Word and Excel. Technical skills to learn and use enterprise system and department tools.

Ability to learn, interpret and comply with university policy and procedures.

Required Qualifications

Two years of experience in technical services or related work.

Working knowledge of RDA cataloging standards, the Library of Congress Classification system, and Library of Congress Subject Headings.

Desired Qualifications

Experience using cataloging tools such as OCLC Connexion, OCLC Collection Manager, MARCEdit, or Classification Web.
Experience with the Innovative Sierra ILS.

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law.

Special Instructions to Applicants

The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply. More information on diversity and inclusion at Chapman University can be found at www.chapman.edu/diversity.

Applicants for Staff and Administrator positions must be currently authorized to work in the United States on a full-time basis. Chapman University does not sponsor applicants for Staff and Administrator positions for work visas.

The offer of employment is contingent upon satisfactory completion and outcomes of a criminal background screening and returning to the Office of Human Resources a signed original acceptance of the Chapman University Agreement to Arbitrate

Minimum Number of References

3

Maximum Number of References

5

Pre-screening Questions

Required fields are indicated with an asterisk (*).

1. * Do you have experience in reading, interpreting, or editing MARC bibliographic records?
 - Yes
 - No

2. * Do you have experience working with staff modules of an integrated library system?
 - No
 - Yes
3. * Do you have experience working with the Innovative Sierra ILS?
 - Yes
 - No
4. * Do you have a working knowledge of RDA cataloging standards, the Library of Congress Classification system, and Library of Congress Subject Headings?
 - No
 - Yes

Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Letter of Recommendation 1
2. Letter of Recommendation 2

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