

JOB DESCRIPTION LIBRARY ASSISTANT

PURPOSE: To support the reclassification of library materials from Pettee to the Library of Congress system at Union Presbyterian Seminary's William Smith Morton Library in Richmond, Virginia.

RESPONSIBILITIES AND DUTIES:

- Participates in the re-classification, processing, maintenance and preservation of library materials.
- Participates in shelving and shifting of library collections.
- Helps to resolve barcoding, cataloging, processing and related problems
- Other duties as assigned

KNOWLEDGE AND SKILLS:

Required:

- Knowledge of library functions and procedures.
- Attention to detail and a high degree of accuracy.
- Basic knowledge of Microsoft Office components (especially Excel and Word)
- Ability to lift boxes up to 25 pounds and push heavy book trucks.

Preferred:

- Familiarity with cataloging standards, Library of Congress Classification scheme, and experience using integrated library systems.

WORKING CONDITIONS

This part-time job of approximately 28 hours per week (flexible schedule) on the Richmond campus has the primary objective of assisting with the library reclassification project, which is scheduled to be completed during the 2026-2027 academic year.

STATUS

Non-Exempt (eligible for over-time pay)

APPLICATION

Interested candidates should send cover letter and resume to Irina Topping (itopping@upsem.edu) by April 15, 2022. The review of candidates will begin immediately and continue until the position is filled.