CERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Metadata Support Assistant, Level 5

DEPARTMENT: Walsh Library, Rose Hill Campus

RESPONSIBILITIES:
- Reports to Head of Cataloging
- Digitizes materials for inclusion into the digital collections of the Fordham University Libraries.
- Converts cataloging reports into spreadsheets/databases
- Uploads digital content to the libraries’ digital collections as needed
- Reviews digital content to extract needed metadata under the supervision of Head of Cataloging and Metadata Management Librarian
- Reviews scanned images for quality assurance
- Assists in de-duplication research using various online sources
- Assists in the preparation of shipment of materials to outside contractors
- Evaluates the treatment of fragile and special format materials for potential inclusion into the libraries’ digital collections
- Contributes to the Fordham Library News blog/social media channels
- Assists the Head of the Department with monthly and quarterly statistics
- Searches various integrated library systems for matching cataloging copy
- Provides copy cataloging for print materials received by the department
- Prepares materials in various formats for public use
- Prepares materials for bindery using ABLE bindery software
- Reconciles invoices for materials returned from offsite bindery vendor.
- Prepares materials returned from bindery
- Reports to the Head of Department titles with complex holdings and cataloging issues
- Assists in reclassification and refreshing projects
- Assists in the deaccessioning of print materials including preparing shipments to offsite vendors.
- Delivers mail and packages throughout the building when necessary
- Other tasks as assigned.

QUALIFICATIONS:
- High School Diploma or Equivalent Required. B.A. Preferred.
- Mandatory Competency Testing
- Demonstrated Writing Ability
- Must be self-motivated, highly detail oriented with the ability to prioritize tasks.
- Must possess excellent communication skills, both written and oral.
- Must be able to work well with others and coordinate shared tasks.
- Must have a willingness to learn new digital tools and resources.
- Must have a working knowledge of Microsoft Office applications, Library of Congress classification, SIRSI workflows, OCLC and database searching. Knowledge of digital collections preferred.
- Strong commitment to public service required.
- Must be capable of light lifting and shelving activities.
- Basic computer and writing skill testing required.
SALARY: $1881.58 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: John Williams
Head of Cataloging
bjowilliams@fordham.edu
No Phone Calls, Please

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories