

# SYRACUSE UNIVERSITY

## COLLEGE OF LAW LAW LIBRARY

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### Temporary Part-Time Library Assistant

The Syracuse University College of Law Library seeks a temporary part-time Library Assistant to work 20 hours per week in Law Library Technical Services. The Library Assistant will be responsible for cataloging new library material in all formats, searching, editing, and creating bibliographic and item records, and assisting the Catalog & Archives Librarian with maintaining the integrity of the online catalog. The Library Assistant will also share in sorting, opening, and check-in of new materials and will help organize and describe the archival materials received by the Law Library.

#### Qualifications:

- Associate's Degree or equivalent combination of education and experience.
- Minimum of one (1) year copy cataloging experience using the OCLC bibliographic database.
- Experience with the staff modules of an integrated library system (Voyager preferred).
- Metadata and database management skills.
- Good working knowledge of the principles & procedures of library work including methods, practices, and techniques of library cataloging & classification (specifically LC's classification system (K) for legal materials).
- Strong computer skills with working knowledge of standard hardware & software.
- Ability to concentrate and pay close attention to detail.
- Good organizational and time-management skills.

This position is temporary part-time (20 hours per week) at \$15.00/hour, from November 2016 through June 2017. To apply for this job go to [www.sujobopps.com](http://www.sujobopps.com) and find Job # 033192. Applications received by **November 15, 2016** will receive first consideration.