

Collections Project Assistant (6760C), Library
Administration - 70843
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242573>

Downloaded On: Aug. 10, 2024 11:25am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	Collections Project Assistant (6760C), Library Administration - 70843
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
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Job Description

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Collections Project Assistant (6760C), Library Administration - 70843

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the



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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Library's Social Sciences Division consists of three libraries: Business, Environmental Design, and Social Research. The division is made up of Librarians, Staff and Students, who support a variety of disciplines throughout the campus.

Position Summary

This position supports large scale collection review as well as public services within the Social Sciences Division. Most work for this position will be conducted in the Social Research Library and on a special collection project that will be going on through the 2024 year. The work on this project will include preparing items for storage, physically processing items for withdrawal, and working independently for extended periods of time.

Responsibilities

Collection Maintenance and Stacks Management:

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- Performs advanced bibliographic verification; recalls NRLF materials and prepares NRLF deposits.
- Assists technical processing staff with NRLF pulling and packing.
- Processes material for NRLF deposit.
- Assists with library project planning, including updating lists, pulling material for review and processing items to be withdrawn.

Monographic Processing:

- Processes withdrawals, transfers, and monographic replacements; Processes Google Scanning materials.
- Pulls materials and updates catalog information.
- Processes materials returned from the project and oversees returning materials to the shelves.
- Assists with searches for missing items.

Circulation:

- Assists with circulation desk coverage as needed; handles difficult communications and complaints referred from lower-level staff; corresponds with faculty, staff, and other patrons.
- Answers basic reference questions, or provides general public service information to patrons.

Reference and Instruction:

- Serves at a general public service desk providing routine information.
- Also reinforces routing information knowledge for Student Library Employees.

Required Qualifications

- Advanced problem-solving skills.
- Excellent analytical, organizational, interpersonal and communication skills.
- Ability to work creatively and effectively both independently and as part of a team.
- General knowledge of library practices and procedures, including circulation, public services, and a working knowledge of the Library of Congress classification system.
- Ability to complete detailed work accurately and complete projects on time.
- Recent experience with an integrated library system (ILS).

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- Experience in an academic library.
- Specialty area knowledge and substantial background enabling the performance of a full range of specialized duties in a functional area.

Preferred Qualifications

- Specialty area knowledge and substantial background enabling the performance of a full range of specialized duties in a functional area.

Salary & Benefits

This is an 18-month, non-exempt temporary position at 100% (40 hrs a week). This position is paid hourly and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$26.83 (Step 1) - \$27.38 (Step 2).

How to Apply

- To apply, please submit your resume and cover letter.

Other Information



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This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

Per the CX Contract, Article 28, Section B -The automatic conversion to career status, as provided in Section B.2. above will not occur when one or more of the following occur: "The position into which the employee is hired is not an "ongoing" position, in that the position is established and funded for 18 months or less at any percent of time. In the event the position is funded beyond 18 months, the limited appointee shall be converted to career retroactive to the first of the month following attainment of 1000 hours; except that nothing in this subparagraph precludes the University from releasing the limited appointee prior to the effective date of the funding extension."

- This is not a visa opportunity.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5480910&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S



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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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