

Library Assistant, Chinese Cataloging (6759C), Library
Administration - 80586
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261554>

Downloaded On: Aug. 23, 2025 12:32am

Posted Aug. 22, 2025, set to expire Jun. 30, 2026

Job Title Library Assistant, Chinese Cataloging (6759C),
Library Administration - 80586

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 22, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Library

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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Technical Services unit of the C. V. Starr East Asian Library of the University of California, Berkeley processes Chinese, Japanese, and Korean language materials for the East Asian Library, all other libraries within the University Library system, and affiliated libraries on campus. It employs nine career staff in addition to temporary and student employees. Its operations include original and copy cataloging, serials processing, and the cataloging of digital resources using appropriate metadata schema to facilitate access to digital collections.

Position Summary

The purpose of this position is to catalog materials newly acquired by the East Asian Library, thereby making them accessible to faculty and students within a reasonable timeframe.

Application Review Date

The First Review Date for this job is: 09/03/2025.

Responsibilities

Cataloging:

- Performs complex copy cataloging of Chinese language monographs by editing existing records in local bibliographic databases and shared cooperative cataloging systems such as OCLC to align with RDA MARC21, LC Subject Headings and other controlled vocabulary, LC Romanization Tables for Chinese Materials, and local practice, correcting errors and adding missing information, validating call numbers and subject headings.

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Maintenance:

- Performs maintenance on bibliographic records in the library databases, including maintaining consistency and quality of cataloging records, cleaning up records, troubleshooting problems, and updating holdings and items.

Cataloging:

- Performs full original cataloging of Chinese language monographs that have no existing record in local bibliographic databases and shared cooperative cataloging systems such as OCLC. Creates records following RDA MARC21, LC Subject Headings and other controlled vocabulary, LC Romanization Tables for Chinese Materials, and local practice.
- Assigns call numbers and subject headings. Catalogs complex multi-part sets and analytics.

Cataloging:

- Copy catalogs Chinese language monographs. Edits records following RDA MARC21, LC Subject Headings and other controlled vocabulary, LC Romanization Tables for Chinese Materials, and local practice.
- Verifies authority records, subject headings, and/or editing in local databases.

Other:

- Reviews and performs quality control of shelf-ready services records.
- Leads and guides individual student assistants.

Required Qualifications

- Fluency in modern and classical Chinese.
- Familiarity with pinyin romanization.
- Knowledge of standard cataloging rules (AACR2, LCSH, RDA, MARC21) and utilities (OCLC).
- Knowledge of current standards and local practices for special collections and archival materials processing (EAD).
- Extensive knowledge of complex cataloging, including multi-part sets, serials, and monographic series.

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- Related library experience.
- Applicants for positions in the Library Assistant series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

Preferred Qualifications

- Background in Chinese history, literature, and culture.
- Ability to quickly grasp the content and character of the item being cataloged in order to determine authoritative title, resolve any conflict in authority records, assign subject headings and call numbers or assess whether headings and numbers already assigned are appropriate.
- Ability to prioritize tasks and organize workflow.
- Ability to assign tasks effectively, to coordinate and accommodate work schedules of student employees.

Salary & 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 hourly range that the University reasonably expects to pay for this position is \$30.55 (Step 1) - \$31.97 (Step 3).

- This is a non-exempt, biweekly-paid position.

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How to Apply

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

Other Information

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>

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

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

jeid-6096d7d43eb5ff45bf7463de26bb0090

Contact Information

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

Contact

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