

Technician, Catalog
Alcorn State University

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Posted Aug. 28, 2025, set to expire May 10, 2026

Job Title	Technician, Catalog
Department	University Libraries
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Aug. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services Library
Job Website	https://jobopps.alcorn.edu/postings/7750
Apply By Email	
Job Description	

The incumbent is responsible for searching, acquiring, cataloging and physically processing library materials. He/she classifies and arranges materials using the Dewey decimal classification scheme.

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Knowledge Skills and Abilities

- General knowledge of library policies, procedures and techniques
- Knowledge of office practices and procedures
- Knowledge of the Dewey Decimal classification system
- Knowledge of filing and record-keeping
- Ability to use MS Office Products, including Outlook, PowerPoint and Excel
- Ability to type at least 55 words per minute
- Effective communication skills, verbal, written and interpersonal
- Ability to work independently in the absence of direct supervision
- Ability to plan, schedule and organize work
- Ability to effectively handle multiple tasks concurrently

Essential Job Functions

- Processes newly acquired materials; Creates bibliographies
- Searches, edits, exports, and orders catalog cards from OCLC.
- Imports bibliographic records
- Creates holding and/or item records
- Oversees physical processing of cataloging materials
- Withdraws outdated materials from collections
- Maintains Self List card file
- Works at Circulation Desk on rotational nights and weekends

Qualifications

- Bachelor's Degree in Office Management, Business or related area
- One (1) year related experience

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Contact Information

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

Contact

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