

Technician, Catalog
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=262491>

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Posted Sep. 15, 2025, set to expire May 10, 2026

Job Title	Technician, Catalog
Department	University Libraries
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Sep. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Library
Job Website	https://jobopps.alcorn.edu/postings/7783
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

Contact Information

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

Contact

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