

## Technician, Catalog Alcorn State University

Direct Link: <a href="https://www.AcademicKeys.com/r?job=262491">https://www.AcademicKeys.com/r?job=262491</a>
Downloaded On: Nov. 20, 2025 12:13pm
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.

## **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



## Technician, Catalog Alcorn State University

Direct Link: <a href="https://www.AcademicKeys.com/r?job=262491">https://www.AcademicKeys.com/r?job=262491</a>
Downloaded On: Nov. 20, 2025 12:13pm
Posted Sep. 15, 2025, set to expire May 10, 2026

- 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

,