

**Collections Project Assistant (6760C), Library
Administration - 82686
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=268706>

Downloaded On: Nov. 26, 2025 8:16pm

Posted Nov. 26, 2025, set to expire Jun. 30, 2026

Job Title	Collections Project Assistant (6760C), Library Administration - 82686
Department	Berkeley Library
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 26, 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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Collections Project Assistant (6760C), Library Administration - 82686

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

The Library's Sciences Division consists of four libraries: Bioscience, Natural Resources & Public Health; Chemistry, Astronomy & Physics; Earth Sciences & Map; Engineering & Mathematical Sciences. The division staff include 10 librarians, 13 staff, and over 50 student employees, who collectively support the research, teaching, and study needs of students and faculty in the College of Chemistry, College of Engineering, College of Letters & Science's Biological Sciences Division, College of Letters & Science's Mathematical & Physical Sciences Division, Division of Computing, Data Science & Society's Departments of EECS and Statistics, Department of Geography, School of Optometry, School of Public Health, and an array of Organized Research Units.

Position Summary

This position supports large-scale collections projects for the Sciences Division. In addition, this position is responsible for the physical processing of new materials for the Chemistry, Astronomy & Physics Library.

The 4 libraries within the Sciences Division include the Bioscience, Natural Resources & Public Health Library, Chemistry, Astronomy & Physics Library, Earth Sciences & Map Library, Engineering Library & Mathematics Sciences Library.

Application Review Date

The First Review Date for this job is: 12/05/2025.

Responsibilities

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Collection Maintenance and Stacks Management: Performs advanced bibliographic verification; recalls SLF-N materials and prepares deposits for the Systemwide Library Facility-North(SLF-N); evaluates brittle or disintegrating volumes for Google Books or storage eligibility.

- Assists technical processing staff with SLF-N pulling and packing.
- Processes material for SLF-N deposit.
- Coordinates purchasing and maintaining packing supplies inventory.
- Maintains storage statistics.
- Assists with coordinating stacks shifts to make space for newly acquired, returned, or merged collections.
- Assists with library collection planning, including measuring shelving space, pulling material for review and processing items to be withdrawn.

Monographic Processing:

- Processes and prepares new monographs.
- Manages new bookshelf and displays.
- 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; assists RSD with the processing of AFN requests; fields difficult communications and complaints referred from student employees; corresponds with faculty, staff, and other patrons.
- Answers basic reference questions and provides general public service information to patrons.

Serials Processing:

- Oversees binding operations for a small unit; performs post-cataloging of the first issues of serial publications; processes transfers and withdrawals.
- Checks in all new/received issues; files claims for skipped or damaged issues.
- Analyzes serial order and payment problems, identifies lapsed orders and refers them to the Acquisitions Department for further action.
- Processes items going to and returning from the bindery, updates item and holdings records in the integrated library system, and relabels materials as necessary.

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- Physically processes items to be withdrawn.

Required Qualifications

- Recent experience with an integrated library system (ILS).
- Ability to complete detailed work accurately and complete projects on time.
- 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.
- 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

- Experience in an academic library.
- Experience using common software applications, such as Microsoft Office Suite (Word, Excel, Access, PowerPoint), Google Drive (Docs and Spreadsheets), cloud data storage, and email applications such as Gmail or bCal.

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 \$27.69

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(Step 1) - \$28.91 (Step 3).

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

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:

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

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[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

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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