Technical Services Student Assistant – Blumenthal Family Library

<table>
<thead>
<tr>
<th>No. of Jobs Available:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Hannah Spence, Head of Cataloging and Electronic Resource Management</td>
</tr>
<tr>
<td>Contact:</td>
<td><a href="mailto:hannah.spence@necmusic.edu">hannah.spence@necmusic.edu</a></td>
</tr>
</tbody>
</table>

**Job Summary:** Assists Catalog Librarian in processing and shelving serials, including receiving new issues, shifting materials as needed, and preparing serials for commercial binding.

Assists staff members of the Technical Services Department with processing new library materials. Includes searching various databases and electronic resources for library holdings and property stamping/labeling as needed. Depending on interest and experience, may assist with cataloging projects in MARC format using Voyager and OCLC Connexion. Other duties as assigned.

No evening or weekend hours available (generally 9am-5pm only).

6-10 hours/week

Position starts on 9/8/2021 and this is an on-campus position.

$14.25 per hour.

**Qualifications:**

Careful attention to detail, ability to focus on repetitive tasks, and strong communication skills required. Previous library experience highly desired. Must have a strong sense of responsibility and be able to work well independently. Knowledge of German, French, and/or Italian is helpful. Must be able to lift at least 25 pounds, push full book trucks, and use a computer for extended periods of time.

**How to Apply:** 1. Complete the application form at https://forms.gle/EuW36iSq4dk7kdda7

2. Email statement of interest and optional resume to Hannah.Spence@necmusic.edu