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Catalog/Metadata Assistant (Special Collections)

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Official University Job Title: Library Assistant III

Library Title: Catalog/Metadata Assistant (Special Collections)

Description: Under supervision of the Catalog/ Metadata Librarian for Special Collections, the Catalog/ Metadata Assistant for Special Collections is responsible for handling research inquiries; assisting with the training and supervising of student assistants; processing and re-processing archival collections; digitizing collections and creating metadata; and adding digitized collections to the website.

Duties: (list)

Responsibilities included (but not limited to):

1) Assist with research inquiries (email/phone/in-person)
2) Assist with hiring, training, and supervising Student Assistants
3) Approve time in ADP for all Student Assistants
4) Assist with maintaining annual statistics reports
5) Assist in the original processing and re-processing of archival collections
6) Assist with the creating of collection finding aids using Library of Congress subject headings
7) Assist with creating new records and editing existing records in Voyager
8) Assist with the digitization of selected materials
9) Assist with the editing of digitized items using Photoshop
10) Assisit with adding digitized collections to website using CONTENTdm
11) Assists with the re-organization and addition of archival collections and materials using the Automated Retrieval Collection (ARC)
12) Assist with the creation of high quality and well researched exhibits
13) Assist with speaking to classes and giving presentations
**Essential Duties & Responsibilities:**
List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

<table>
<thead>
<tr>
<th>Essential Functions &amp; Responsibilities (place an * next to new essential functions assigned to a job)</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist with research inquiries (email/phone/in-person)</td>
<td>20%</td>
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<tr>
<td>Assist with hiring, training, and supervising Student Assistants</td>
<td>15%</td>
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<tr>
<td>Processing/re-processing collections</td>
<td>10%</td>
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<td>Adding digitized collections to website</td>
<td>30%</td>
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<tr>
<td>Assist with the reorganization and addition of items to the ARC</td>
<td>5%</td>
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<tr>
<td>Assist with the creation of high quality and well researched exhibits</td>
<td>5%</td>
</tr>
<tr>
<td>Assist with maintaining annual statistic reports</td>
<td>5%</td>
</tr>
<tr>
<td>Digitizing collections</td>
<td>10%</td>
</tr>
</tbody>
</table>