Staff Librarian/Catalog & Digital Services Research Specialist

Position Details

Get to Know Us!

Marshall University is a public comprehensive university with a rich history as one of the oldest institutions of higher learning in West Virginia. Founded in 1837 and named after Chief Justice John Marshall, defender of the Constitution, Marshall University advances the public good through innovative, accredited educational programs. We are located in downtown Huntington, West Virginia, with additional locations in South Charleston, Point Pleasant, Teays Valley and Beckley. Marshall University’s mission, inspired by our Vision and Creed, includes a commitment to:

- Offer a wide range of high quality, affordable, and accessible undergraduate, graduate, and professional education that prepares students to think, learn, work, and live in an evolving global society.
- Create opportunities and experiences to foster understanding and appreciation of the rich diversity of thought and culture.
- Maintain a dynamic intellectual, artistic, and cultural life by promoting and supporting research and creative activities by undergraduates, graduates, and faculty.
- Contribute to the quality of life of the community, region, and beyond through applied research, economic development, health care, and cultural enrichment.
- Cultivate the development of an inclusive, just, and equitable community.

Come Meet Marshall and discover what it means to be part of the Marshall University family!

Come join our Herd!

We are committed to attracting and retaining quality faculty and staff. In doing so, Marshall University offers outstanding benefits to eligible employees only. (E-Class in the job posting). Marshall University Research Corporation (MURC) employees have different benefit options than those listed below.

- Work week is 37.5 hrs.
- A great highlight in December is that Marshall University employees receive almost two weeks off for Winter Break!
- Annual and Sick Leave – Classified Staff, Non-Classified Staff and 12-month Faculty earn up to 24 days of annual leave per year (max 360 hours) and up to 18 days of sick leave per year. See Employee Leave for details.
- Health Insurance – Marshall University offers health insurance through West Virginia Public Employees Insurance Agency (PEIA). There are seven (7) health benefit plans.
- Educational/Fee Benefits – Marshall University provides tuition benefits to eligible employees (after probationary period) and their dependent children.
- Retirement Plans – Marshall University offers retirement through Teachers Insurance and Annuity Association (TIAA). Full-time benefits eligible employees must participate in the mandated retirement plan (401(k)).
- Life Insurance – Basic term life insurance ($10,000) at no cost; may purchase optional life insurance coverage with pre-tax earnings.
- Wellness Programs – PEIA provides various care management programs and the Pathways to Wellness program.

We are ... Marshall!

Position Information

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Staff Librarian/Catalog &amp; Digital Services Research Specialist</th>
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<tbody>
<tr>
<td>Banner Position Number</td>
<td>000758</td>
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<tr>
<td>E-Class</td>
<td>CX - Class Exempt FT - .50 or &gt;</td>
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<tr>
<td>Department</td>
<td>Library - MU2060</td>
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Job Description

This position supports the university’s goal to increase the accessibility to information for Marshall’s faculty, staff & students by cataloging into the Marshall University Library Online Catalog, the international database OCLC, and Marshall Digital Scholar (the university’s Institutional Repository) all materials in all formats (print, digital and electronic). This position reports to the Catalog & Digital Services Librarian.

Main Duties

- Complete original and derived cataloging of library resources in all formats following national and local standards for the Marshall University Libraries
- Catalog electronic thesis and dissertations online into Marshall Digital Scholar, OCLC and Sierra databases
- Research, create, digitize, convert, and upload materials to Marshall’s Institutional Repository (MIR) using digital scanning programs
- Catalog faculty research and student papers
- Catalog other content or digitized, digitized material
- Catalog eNewsletters and other local publications
- Keep abreast of national cataloging standards; Resource Description and Access (RDA), Library of Congress Rule Interpretations (LCRI), Library of Congress Authority Control, Bibliographic Formats and Standards
- Knowledge of catalogs for metadata creation for individual records and familiarity with how to make all documents OCR-searchable upon upload
- Works closely with and train cataloging staff and student workers

Salary Range

$35,568 - $44,400, Commensurate with experience and internal equity

Salary Type

Salary

Time Type

Full-Time

Work Location

MU - Marshall University

Qualifications

Must be able to perform all essential job duties as outlined in the job description.

Required Qualifications

Education

- Bachelor’s degree in a related field

Experience

- Knowledge of cataloging standards and practices
- Ability to work independently and collaboratively
- Strong written, verbal, organizational, presentation, and communication skills
- Ability to work with a diverse faculty, staff, and student community
- Familiarity with MS Office and Adobe applications
- Knowledge of scanning and digitizing hardware and software in order digitize using image scanners and networked scanners and copiers.
- Must be able to perform all essential job duties as outlined in the job description

Preferred Qualifications

Education

- Master’s Degree in Library Science from a library school accredited by the American Library Association

Experience

- Experience in academic libraries working with cataloging and digital databases

Posting Detail Information

Posting Number

MU296

Open Date

02/08/2023

Close Date

Open Until Filled

Yes

https://marshall.peopleadmin.com/postings/23070/print_preview
Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents
1. Cover Letter
2. CV or Resume

Optional Documents