LOGAN
UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Job Title: Cataloger Librarian/Archivist

Overview of Position:

Reporting to the Director of the Learning Resources Center, this position is responsible for original and copy cataloging of material in all formats, and maintaining the Archives.

Some Responsibilities include:

1. Catalog all formats of material which may include serials, video recordings, books and e-resources, bones and models.
2. Maintain Archives and Special Collection including rare books, photographs, local history, archival book collection, and 3D items.
3. Oversee the technical services operation of the Learning Resources Center – acquisitions, cataloging, processing and maintaining of materials.
4. Review MARC records for electronic resources prior to data loads.
5. Instruct and train LRC staff in the usage of the III System and in the application of cataloging rules, as needed.
6. Assist with formulating of cataloging/Archives policies and rules.
7. Provide technological training and instruction to LRC staff, as needed.
8. Assist in the oversight of record keeping and statistics gathering functions of the Learning Resources Center.
9. Assist in the preparation of reports for the Learning Resources Center, Logan College, accrediting agencies, and library-affiliated entities.
10. Keep up-to-date on cataloging and other areas pertinent to the operation of the Learning Resources Center.
11. Play a role of liaison between library assistants and director by training and monitoring work and progress.
12. Assist in any conversion and database cleanup projects.
13. Contribute to LRC efforts to improve information discovery through new services and technologies.

14. Develop policies regarding preservation practices, reproduction and fees on images, copyright issues and digitization.
15. Maintain digital archives.
16. Handle daily library duties including answering questions, shelving books, maintaining the stack area, and ordering archival supplies.
17. Develop displays and exhibits for the community upon request.
18. Process gift books by identifying those relevant to the collection and cataloging them.
19. Serve on faculty task forces and committees.
20. Assist with information literacy presentations for students, staff and faculty.
21. Perform other duties as assigned by the Director of the Learning Resources Center.

COMPETENCIES: To perform the job successfully, an individual should be able to have good interpersonal and written communication skills, including negotiation and presentation skills. Must be able to interact with people at different levels in the college in a professional manner. Must be a team player. Must react well under pressure. Must be able to prioritize, plan work activities, and multitask. Experience with the Sierra system and cataloging different formats.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The listed requirements are representative of the knowledge, skill, and/or ability expected for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum requirement of a Master's degree in Library Science from an ALA-accredited institution and three years of experience in library work with an emphasis in online migration and digitization of collection. Candidate must meet deadlines and can work in a collaborative environment. Background in biological/health sciences preferred. Ability to read, analyze, and interpret professional journals and technical procedures. Ability to write reports, business correspondence and procedure manuals. Knowledge and experience with pertinent automation and technology. Ability to effectively present information and respond to questions from faculty, staff and students. Basic math skills required. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Computer Skills: Computer experience required, including word processing. Spreadsheets and database software experience preferred. Familiarity with office and A/V equipment also preferred.