

SOUTHERN CONNECTICUT STATE UNIVERSITY

EMPLOYMENT OPPORTUNITY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSITION: Library Technical Assistant

DEPARTMENT: Library Services

SALARY: \$44,141.00-\$56,783

WORK HOURS: Monday-Thursday 2:30 p.m.-11:00 p.m. and Sunday 1:30 p.m. – 10:00 p.m.

CLOSING DATE: August 3, 2012

SEARCH NUMBER: C12-002

EXAMPLE OF DUTIES: Circulates books and other library materials using manual and/or automated systems; performs catalog maintenance activities such as filing, transferring, updating, revising and withdrawing cards/files; retrieves bibliographic information from OCLC and other automated library systems for circulation, interlibrary loan or copy cataloging purposes; receives and processes orders for print and non-print materials; performs and/or supervises performance of stack maintenance activities including sorting, shelving and shifting of materials; assist patrons in locating and using library materials and equipment; compiles statistics on particular function of library; pulls and organizes library materials for binding; may enter bibliographic information onto automated library systems; may process interlibrary loan requests by filling those received from other libraries and/or searching for and requesting materials from other libraries; may be responsible for monitoring student hours and payroll for those assigned; may correspond with vendors, publishers and library patrons as required, performs related duties as required.

ELIGIBILITY REQUIREMENTS: Candidates must be on the current Library Technical Assistant certification list promulgated by the Department of Administrative Services. State employees currently classified as Library Technical Assistant and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/RE-employment lists are given first consideration.

MINIMUM QUALIFICATIONS REQUIRED: Basic knowledge of library science techniques and practices; basic knowledge of library classification systems; knowledge of recordkeeping procedures; ability to operate automated library systems; interpersonal skills; oral and written communication skills.

GENERAL EXPERIENCE: Two (2) years of experience in library work.

SUBSTITUTION ALLOWED: Two (2) years of college training equaling (60) semester hours with at least (12) semester hours in library science may be substituted for the General Experience.

APPLICATION INSTRUCTIONS: Interested applicants must submit a cover letter, Application for Employment (CT-HR-12) available online at www.das.ct.gov/employment; and three (3) letters of professional references. State employees must submit a copy of your last two performance appraisals to: **Ms. Jacqueline D. Patton, Human Resources Administrator, Southern CT State University, 501 Crescent Street, New Haven, CT 06515**

Southern Connecticut State University is an equal opportunity/affirmative action employer