Position: Library Assistant III - Electronic Resources

Loyola Marymount University seeks an energetic, self-directed individual for the position of Library Assistant III - Electronic Resources

Loyola Marymount, founded in 1911, is a comprehensive university in the mainstream of American Catholic higher education. Located on the west side of Los Angeles overlooking the Pacific Ocean, LMU is one of the nation’s 28 Jesuit colleges and universities and five Marymount institutions. It serves 6,000 undergraduates and 2,200 graduate students in the Colleges/Schools of Liberal Arts, Science and Engineering, Business Administration, Communication and Fine Arts, Film and Television, Education, and Law. The William H. Hannon Library (http://library.lmu.edu) was opened in 2009 and serves as the intellectual and cultural hub of the university. Loyola Marymount seeks professionally outstanding applicants who value its mission and share its commitment to academic excellence, the education of the whole person, and the building of a just society. LMU is an equal opportunity institution actively working to promote an intercultural learning community.

The incumbent, reporting to the Head of Acquisitions and Collection Development, provides accurate and timely access to records for all formats of electronic resources in the library's electronic resource management system (ERMS) and library catalog. These records make electronic resources accessible to library patrons and assist technical services staff to make accurate purchase, license, and renewal decisions. The library is commitment to achieving inclusive excellence and ethnic and racial diversity among our staff, including our librarians.

Responsibilities:

- Maintain records in library and vendor systems to reflect library’s ownership and access by continuously adding, loading, modifying, and deleting records in an accurate and timely manner. Create accurate procedural documentation of these processes.
- Design and develop systems-based approaches to the management of electronic resources data. Perform ongoing quality control processes for incumbent’s own work and the work of others in the department related to electronic resources.
- Act as first point of contact for electronic resource access issues. Troubleshoot problems with electronic resources, working individually or with others to solve problems in-house when possible and with library vendors when necessary.
- Act as a resource for staff questions about records and workflows for electronic resources.
- Manage electronic resource statistics, including collaborating to develop and maintain systems to make statistics readily accessible to library staff.
- Serve as backup to other department staff in most other functions, including book and continuation ordering and receiving, record processing, and paying and managing invoices.
- Perform other duties as assigned or requested by supervisor and serve on library committees as assigned by the library’s dean.

Qualifications:

Experience:

- Minimum 3 years work experience in a library setting. Courses in library science would be helpful. Experience with electronic books and/or serials, the publishing industry, and computer systems are desirable.
- Demonstrated knowledge in a range of electronic resources standards, formats, and systems, included, but not limited to: MARC, Electronic Data Interchange (EDI), Innovative’s Sierra, OCLC Connexion, Serials Solutions.
- Ability to work independently and follow through on assignments with minimal supervision, organize materials and maintain careful attention to detail, use sound judgment, analyze information, evaluate situations and recommend solutions to supervisor in order to complete workload and resolve problems. Ability to perform with frequent interruptions and distractions,
appropriately prioritizing tasks in the face of changing priorities and fluctuating workloads. Careful attention to detail is required.

- Strong written and oral communication skills to work effectively with library patrons, staff, and vendors.
- Skill with Microsoft Office Suite with advanced Excel competency highly preferred.

**Education:**

- Bachelor’s degree or equivalent technical training in library operations, especially library acquisitions, serials, cataloging, or systems.
- Incumbent will be expected to continue upgrading knowledge, skills, and abilities to keep abreast of regulation/policy changes.

The position will be available July 3, 2017. Deliberations on the pool of candidates will begin as resumes are received.

Applicants should submit the following materials:

1. Cover letter;
2. Curriculum vitae or resume;
3. (Optional) List of references (names, titles, addresses, and telephone numbers);

to: [https://jobs.lmu.edu](https://jobs.lmu.edu)

Inquiries should be addressed to:
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