

POSITION: Temporary Cataloging Assistant, limited duration (6 months)

LOCATION: Portland State University, Portland, OR

POSTED: October 1-14, 2015

PORTLAND STATE UNIVERSITY: Come work at PSU, recognized for excellence in sustainability and community engagement. Our campus is in downtown Portland, next to the south park blocks greenway. Buses, MAX, and the streetcar all stop at our door.

The University Library is seeking a full-time Temporary Cataloging Assistant to join our Resource Services team. Primary responsibility for this position is cataloging and the creation of original, full-level bibliographic records for PSU electronic theses and dissertations. Library materials are cataloged according to local, regional and national standards and practices. Cataloging to include subject analysis and subject heading verification. In addition, research is performed to assist in establishing author name authority records, which will be reviewed and contributed to the National Authority File. Bibliographic records will be contributed to both WorldCat and the Orbis Cascade Alliance Shared ILS. Employee may also participate in special projects as assigned.

Only applicants with previous cataloging experience will be considered. Applicants must have experience with Library of Congress Subject Headings and knowledge of NACO work.

The pay rate for this position will be \$17.39/hour. This is a temporary position at 40 hours/week for 6 months. No benefits.

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.

If this sounds like an exciting opportunity for you, please submit a cover letter and resume to Search Coordinator Stephanie Doig at smdoig@pdx.edu. Review of applications will begin Oct. 10.