Resource Sharing Technician-Evenings (full-time, 35 hours/week)
University Libraries
Position 101640

Position Summary: The Resources Sharing Technician is responsible for resource sharing including borrowing, lending and document delivery by Interlibrary Loan (ILL) and Washington Research Library Consortium’s (WRLC) Consortium Loan Services (CLS). The technician also trains Resource Sharing part-time staff and collects statistical data on resource sharing activity. This position reports to the Head of Access Services.

Essential Responsibilities Include: Manages activities related to resource sharing: coordinates and processes lending, borrowing and document delivery using ILLiad and CLS; regularly reviews and implements policies and procedures for resource sharing; communicates and coordinates with WRLC, interlibrary loan coordinators outside WRLC and members of the CUA community regarding resource sharing; serves on appropriate library, university and WRLC committees. Opens and closes the stacks and the library on a regular basis with other full-time Access Service staff. Collects resource sharing statistical data and incorporates the data into monthly and annual reports. Trains and reviews the quality and quantity of work performed by part-time resource sharing staff. Assists with stacks management, circulation, reserves and other Access Services duties, as needed. Able to work a flexible schedule.

Minimum Qualifications: A Bachelor’s degree is required with one (1) year of related library experience OR two (2) years’ or more of related library experience with an Associate’s degree. Must possess excellent interpersonal and communication skills. Ability to accommodate evening and flexible work scheduling seven days a week. General knowledge of resource sharing systems. Knowledge of library functions and organization. Knowledge of Library of Congress classification system. Excellent online searching skills. Experience with using computer applications (e.g. Microsoft Office, Google Docs, etc.), Work process software, spreadsheets, etc.). Demonstrated customer service skills; this position will interface with faculty, staff, students and the public. The ability to work accurately under pressure and detailed oriented. Proven leadership skills.

Preferred Qualifications: Experience in the use of ILLiad, Ariel, Odyssey and other library management systems desirable. Ability to search OCLC for bibliographic information. Supervisory skills a plus.

How to apply: forward resume, cover letter and salary requirements to: CUARecruitment@cua.edu. Reference position 101640 in subject line. Position closes 4/29/16.

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