**Position Title:** LIBRARY TECHNICAL ASSISTANT III – CATALOGING  
**Location:** San Antonio main campus  
**Office/Department:** Library  
**FLSA Status (Exemption Category):** Non-exempt  
**Work Status:** Full time  
**Reports To:** Head of Technical Services  
**Supervisory Responsibility:** n/a  
**Created/Revised by (Date):** J. Larson  
**Approved by (Date):** P. Vargas, Director of Human Resources

**Job Summary:**
The mission of Our Lady of the Lake University is to provide excellent teaching through traditional and innovative educational programs; to develop its diverse, intercultural student bodies in Christian, person-centered learning communities; and to graduate individuals who are competent and committed to service. The position of Library Technician III is key to the provision of excellent library services that play a significant role in the educational mission of the university. Therefore, under the direction of the Head of Technical Services of the Sueltenfuss Library, the Library Technician III for Cataloging accurately describes print and nonprint monographic and continuation materials in the electronic library catalog and assures that they are available for support of the curriculum. Perform other duties as assigned by Head of Technical Services.

**Essential Functions:**
1. Search bibliographic databases for records which match items to be added to the collection.  
2. Perform data entry to records in two bibliographic databases to customize the descriptive information as pertinent to Sueltenfuss Library.  
3. Update MARC holdings in serials bibliographic records in OCLC, the CORAL union list and the local online catalog.  
4. Print labels to be affixed to materials.  
5. Prepare all materials to be added to the collections by stamping, pasting, labeling, and reinforcing for use.  
7. Enhance, correct, or delete bibliographic records in the online catalog.  
8. Train student workers to assist in ancillary tasks.  
9. Coordinate and monitor tasks performed by student workers with Head of Technical Services.  
11. Perform other duties as assigned by Head of Technical Services.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
1. Must have good interpersonal skills and ability to work with others.  
2. Must have ability to work under pressure and exercise good judgment.  
3. Must have knowledge of microcomputer applications and ability to use appropriate software.  
4. Must have good oral and written communication skills.  
5. Must have good organizational skills.
6. Must have ability to work with numbers and have an attention to detail.

EDUCATION AND EXPERIENCE:
1. Must have high school diploma or GED equivalent with three years experience in a library environment.
2. College hours in a related discipline are desirable.

PHYSICAL REQUIREMENTS:
1. Must be able to bend and stretch to reach for book materials.
2. Must be able to lift 25 lbs. of book materials.
3. Must be able to push 50 lbs. on a dollie or book truck.
4. Must be able to use repetitive movements on a computer keyboard and view data on a CRT screen for up to 2 hours at a time.

Minimum Starting Salary: (Actual salary offered subject to qualifications)

Applicant deadline: Open until filled

OLLU seeks to attract, develop, and retain the highest quality faculty, staff, and administrators. The University is committed to diversity and strongly encourages applications from women and minorities. EOE