**Library Associate**

The Noel Memorial Library invites applications for a Library Associate in the Resource Management and Discovery division. The position is an unclassified, full-time, 12-month position, reporting to the Head of Resource Management and Discovery. This position maintains databases and statistics, assists with Affordable Learning initiatives, processes theses and dissertations, and assists in other technical services areas as needed.

* Manages data collection for the library's annual reporting and facilitates the use of this data to support strategic planning and other library initiatives.
* Assists with promoting Affordable Learning Louisiana (ALL), facilitates e-textbook adoptions from the library's collection, and collects data for campus adoptions.
* Participates in creating library resource workshops for faculty.
* Performs copy cataloging and assists with other aspects of technical services.
* Processes and manages theses and dissertations for the collection.
* Performs basic collection management duties such as preparation, repair, and deaccessioning materials.

Qualifications

**Minimum Qualifications include:**

* Bachelor's degree from a regionally accredited college or university, or at least four years of extensive library experience.
* Extensive experience with Microsoft Excel
* Ability to communicate effectively orally and in writing
* Able to lift 40 lbs. and pull books from top bookshelf.

**Preferred Qualifications Include:**

* Library technical services experience (Experience with using OCLC and SirsiDynix Symphony)
* Experience collecting and compiling data
* Experience in an academic setting

**For more information or to Apply:**

[https://www.governmentjobs.com/careers/louisiana/jobs/2471951/library-associate-062019?department[0]=LSU-Shreveport&sort=PositionTitle%7CAscending&page=2&pagetype=jobOpportunitiesJobs](https://www.governmentjobs.com/careers/louisiana/jobs/2471951/library-associate-062019?department%5b0%5d=LSU-Shreveport&sort=PositionTitle%7CAscending&page=2&pagetype=jobOpportunitiesJobs)

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