**Collection Manager and Head Cataloger-Advertisement Revised**

Northwestern State University libraries is looking for a cataloger and collection manager for a full time, tenure track, division head position. This person will be responsible for cataloging and collection management for the main library and three branch libraries.

Candidate must have excellent analytical, organizational, problem solving, interpersonal, and communication skills with experience resolving complex catalog issues and ability to implement current and future standards. Incumbent must have the ability to balance multiple priorities; work creatively and effectively both independently and as a member of the library team. The successful candidate will have the opportunity to do original cataloging including rare books and archival materials.

Please send a letter of application, resume, and the names and contact information for three references to Abbie Landry, Director of Libraries, Eugene P. Watson Memorial Library, Northwestern State University of Louisiana, Natchitoches, LA 71497 or email [Landry@nsula.edu](mailto:Landry@nsula.edu)

Hours of Work: 40 hours per week

Salary: $50,000 for twelve months

All applications must be received by May 8, 2017

Requirements

* MLS or equivalent from an ALA-accredited program
* 2-3 years of experience in cataloging and classifying materials
* Solid technology background, especially with OCLC
* Experience in acquiring and managing variety of collections and formats
* Excellent oral and written communication skills
* Ability to research, publish, and present professionally in order to attain tenure
* Work nights and weekends in public service if required

Desired

* Experience with Sirsi Dynix Integrated Library System
* Experience in designing and implementing cataloging projects
* Experience in supervising library paraprofessionals and student workers

DESCRIPTION OF THE WATSON LIBRARY: The library has a total of 22 staff members including 5 tenure-track faculty employees and 5 library associates. The library has an online catalog and participates in a statewide consortium, LOUIS. The collection includes more than 350,000 bound volumes, 480,000 government documents, and more than 650,000 microform equivalents. The building, completed and occupied in 1972, consists of three floors with about 94,000 square feet of space.

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, and veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX):

Employees/Potential Employees - Veronica M. Biscoe, EEO Officer (318-357-6359)

Students - Frances Conine, Dean of Students (318-357-5286)

For Americans with Disabilities Act (ADA) concerns, contact the Disability Support and Tutoring Director, Catherine Faucheaux, at 318-357-4460.