

Cataloging Librarian, Washington DC.

Judge Kathryn J. DuFour Law Library
Columbus School of Law, CUA
Washington, DC
<http://library.law.cua.edu/>

Cataloging Librarian

Order #06-072

The DuFour Law Library seeks a confident, energetic professional to manage its cataloging unit. In addition to the Cataloging Librarian, the unit consists of a Cataloging Assistant (GLP), a part-time Cataloger and student assistants. The Cataloging Librarian works with student librarians from CUA's School of Library and Information Science (SLIS) in the Graduate Library Pre-professional (GLP) program and SLIS practica. For more information about the GLP program, see <http://lib.law.cua.edu/home/libinfo/employment.htm#GLP>

The Library supports staff professional development through continuing education, conferences and professional memberships. CUA's benefits are competitive, and include a tuition waiver for staff, their spouses and children.

Responsibilities:

- Catalogs library materials, including serials, integrating resources and government documents, in a variety of formats to nationally-accepted standards.
- Resolves complex cataloging problems; performs original cataloging as needed.
- Manages the cataloging unit: Hires, trains and supervises cataloging unit staff; prioritized and assigns cataloging and database maintenance tasks.
- Coordinates authority control, catalog enrichment and database maintenance activities.
- Develops and documents local policies and procedures.

Qualifications:

- Master of Library Science (MLS) from an ALA-accredited program.
- Two years of recent experience cataloging in an online environment.
- Significant experience with OCLC Connexion software and Millennium integrated library system preferred.
- Academic or law library experience strongly preferred.
- Supervisory or training experience desirable.

A full position description is available on request.

To Apply:

Submit a resume, cover letter and three references, along with a required CUA Application for Employment, to:

Cataloging Librarian, Washington DC.

**The Catholic University of America
Office of Human Resources
Attn. Employment Manager
620 Michigan Avenue, NE
Washington, DC 20064**

**Email: resumes@cu.edu
Fax: (202) 319-5802**

Please reference Job Order No. 06-072. All applications will be acknowledged. Applications received by June 10 will be given first consideration.

The CUA application for employment can be downloaded at <http://humanresources.cua.edu/forms/application.doc>

Additional information about the CUA hiring process, benefits and work environment are available at <http://humanresources.cua.edu>

CUA is an Affirmative Action/Equal Opportunity Employer.

At IUG:

For questions, or to request a preliminary (informational) interview by phone or at IUG, please contact:

Mary Strouse
Head of Technical Services
strouse@law.cua.edu
202-319-5547

I will be checking voicemail and email throughout the conference.