Title: East Asian Cataloging Coordinator
Category: Exempt
Department: Original & Special Collections Cataloging
Benefits: 22 Days Annual Leave, 15 Days of Sick Leave, 3 Days Personal Leave, 15 Paid Holidays
Tuition Remission, Health, Dental, Vision, and Prescription

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university’s ascendency in academic excellence.

NATURE OF WORK
Independently performs original and complex copy cataloging of East Asian library resources in all subjects and formats, and for cataloging other text-based resources. Performs complex problem solving related to bibliographic database corrections and collection relocation. Applies relevant national, University System of Maryland and Affiliated Institutions (USMAI), and local policies. Provides support for library staff for resolution of problems with bibliographic, holdings, and item records. Participates in planning and implementation of policies, workflows, and special projects to achieve departmental goals and objectives. Assists in the planning and management of assigned projects; on occasion may take a leadership role on a project. Participates in committees and group activities in the department, division, and University Libraries.

REQUIRED EDUCATION
Bachelor’s degree, or an equivalent combination of education and experience. Proficiency in reading, writing, and speaking one East Asian language (Chinese, Japanese, Korean).

REQUIRED EXPERIENCE
Minimum of three years of relevant experience in libraries with a minimum of two years of cataloging and/or database maintenance experience. Ability to catalog resources in multiple formats. Proficiency with searching and retrieving bibliographic records in integrated library systems. Ability to manage and prioritize a broad variety of tasks. Understanding of technical services operations and emerging cataloging issues and trends. Proficiency with the Windows interface, desktop computer applications, and a major email client. Ability to work in the environment described in “Physical Demands.” Ability to take direction, as well as work independently, as part of a unit and department in a production-oriented, quality focused, dynamic environment. Excellent interpersonal and communication skills. Evidence of strong customer service orientation. Working knowledge of Library of Congress Romanization schemes for East Asian languages.

For the full position description, please go to [http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

APPLICATIONS: Electronic applications required. Please apply online at [https://ejobs.umd.edu/postings/69303](https://ejobs.umd.edu/postings/69303). No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter which includes the source of advertisement, a resume, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until May 31, 2019.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.