UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty_____ Exempt _____ Non-Exempt ____ Other_X____

Date Prepared: 11/8/2013 Division: CMSC

Prepared by: Amy Wasserstrom Department: Prange Collection

Reports to: Amy Wasserstrom Position Title: Library Technician I

NATURE OF WORK:

The Gordon W. Prange Collection consists of Japanese publications issued in Japan during the immediate post-War years, 1945-1949. This position would assist in preserving and providing access to the materials in the Prange Collection, with a primary focus on the Japanese-language books and documents.

DUTIES AND RESPONSIBILITIES:

1. Perform data entry for Prange Collection materials.


3. Other duties as assigned.

PHYSICAL DEMANDS:

All work will be undertaken within the Hornbake Library building. There is no inordinate physical requirement. However, the materials are in a moderately advanced stage of physical deterioration and can be dusty.

SUPERVISORY RESPONSIBILITIES:

There are no supervisory responsibilities.

QUALIFICATIONS (Knowledge, skills, and abilities):
EDUCATION:

Required

High School Diploma or GED

EXPERIENCE:

Required

1. One year experience directly related to primary duties of the position.
2. Excellent Japanese reading and writing skills.
3. Ability to romanize Japanese.
4. Basic computer skills.
5. Ability to communicate effectively in English.

Preferred

1. Familiarity with Windows NT and Japanese software.
2. Ability to type accurately.

Employee’s Signature________________________  Date__________

Supervisor’s Signature______________________  Date__________