

## **Job Posting for an MLS Work Student**

The NCCU Law School Library would like to hire an MLS student to assist library staff in a variety of non-reference library tasks.

**Deadline for applying: Friday, October 13, 2017**

Interested students please email a current resume and hours available to work to the following contact:

Wadad Giles

[wgiles@nccu.edu](mailto:wgiles@nccu.edu)

Office Phone: 919-530-7177

**Note:** Preference will be given to applicants who are able to work Monday through Friday between the hours of 8:00 am and 5:00 pm.

### **Responsibilities:**

- Assisting in stacks maintenance
- Reshelving returned library materials
- Shelf reading
- Assisting with filing loose leaf and pocket parts updates
- Editing records in the online catalog
- Assisting in minor shifting of books
- Typing call number labels to replace faded labels on circulating books
- Affixing new call number labels to circulating books
- Replacing peeling book tape on spines of circulating books
- Other duties as assigned

### **Qualifications:**

- Detail oriented
- Accuracy
- Ability to focus on task at hand
- Computer skills
- Library experience
- Cataloging coursework
- Familiarity with an Integrated Library System (ILS)