

**OVIATT LIBRARY**

ScholarWorks Assistant

**Job ID:** 6747**Job code:** 2888**CSUN's Commitment to You**

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN actively encourages qualified candidates to apply who demonstrate a commitment to serving a diverse student population as well as a commitment to maintaining a respectful and inclusive work environment.

**About the University**

Serving approximately 40,000 students each year, CSUN is one of the largest universities in the United States, and it has an impact to match its size. Money Magazine recently named CSUN one of the top ten values in all of higher education, and the Social Mobility Index ranked CSUN fifth in the nation for elevating its students, economic and social well-being. CSUN ranks 10th in the country in awarding bachelor's degrees to underrepresented minority students, fifth nationally in awarding master's degrees to Hispanic students and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. CSUN's 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master's level institution. Situated on a 356-acre park-like setting in the heart of Los Angeles' San Fernando Valley, the campus features modern educational buildings and world-class LEED Gold-certified performing arts and recreational facilities recognized as among the best in the country. CSUN is designated as a Hispanic Serving Institution (HSI) and an Asian American, Native American, Pacific Islander Serving Institution (AANAPISI) and we value the diversity of all of our students and the campus community. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

**About the Department**

The California State University, Northridge's Oviatt Library provides educational, cultural, and information services and resources to the students and faculty. Its primary mission is to support and supplement classroom and independent learning; facilitate student and faculty research; and provide students with lifelong skills in identifying, locating, evaluating, and synthesizing information. More than 22,000 students participate in formal library instruction on an annual basis. The Library's collections include more than 1.4 million volumes, and subscriptions to more than 72,000 journals. Access is provided to more than 200 online databases and some 425,000 eBooks. Specialized service areas include a music and media center, assistive technology labs, special collections and archives, teacher's curriculum center, and student access computer labs

containing more than 300 workstations, laptops, and tablets. Current Library faculty and staff include approximately 25 tenure-track full-time librarians and 60 full-time paraprofessionals. CSUN ScholarWorks Open Access Repository is the university's institutional repository, the archive and distribution platform for faculty research and instructional materials, student work, and the university's public-facing documents.

### **Major Duties**

Under direct supervision of the ScholarWorks Digital Services Librarian and in consultation with the Library Web Services Coordinator, the CSUN ScholarWorks Assistant provides support for development and maintenance of collections in CSUN ScholarWorks, the university's institutional repository. The incumbent receives and prepares documents and media objects for submission to ScholarWorks; creates and edits Dublin Core Extended metadata records; researches copyright ownership and publisher agreements on behalf of faculty; communicates with publishers regarding use permissions; assists with training campus faculty and staff in the use of ScholarWorks; assists with campus outreach; trains and supervises student assistants on ScholarWorks projects; works on special projects; and performs other duties assigned.

### **Qualifications**

Four (4) years of Library Assistant experience with High School or equivalent certification; OR three (3) years Library Assistant experience with equivalent to an Associate's Degree (60 units); OR two (2) years Library Assistant experience with equivalent to a Bachelor's Degree (120 units) in job related field required. Experience with supervision and basic project management preferred.

### **Knowledge, Skills & Abilities**

Knowledge of: Dublin Core Metadata standard, and library cataloging practices and formats. General understanding of copyright law and its application in a university setting. Thorough knowledge of and ability to interpret overall library policies and procedures, and an in-depth knowledge of library operations, policies and procedures pertaining to assigned functional area, including a solid understanding of individual work functions and the ability to adapt work procedures. Working knowledge of library collections and their principles of organization, as well as classification schemes. Demonstrated expertise in creating and correcting bibliographic records. Thorough knowledge of external on-line databases, system and resources, including the ability to perform complex on-line searches. Thorough knowledge of institution's and library's policies and practices associated with the ethical use of and access to library and on-line resources. Working knowledge of national standards pertaining to library operations, including a thorough knowledge of institutional standards pertaining to copyright and intellectual property protection and the ability to interpret and apply them, as well as explain them to patrons, to ensure compliance. Demonstrated expertise in using library automated system(s), especially subsystem(s) pertaining to the functional area, including database maintenance. Ability and specialized skills to: research facts independently using sources provided; initiate email, telephone, and conventional email correspondence; follow up with project collaborators; interpret metadata record creation processes for non-library personnel; communicate effectively

both orally and in writing; work as part of a team within complex workflow, and contribute to a positive and productive environment.

### **Pay, Benefits, & Work Schedule**

The university offers an excellent benefits package.

The salary range for this classification is: \$3371 - \$5836 per month.

The anticipated hiring range: \$3371- \$3800, dependent upon qualifications and experience.

Hours: Full Time 40hrs/wk; 8:00am - 5:00pm, Monday through Friday.

### **General Information**

This position is a sensitive position as designated by the CSU.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

### **How To Apply**

Candidates should apply by completing the CSUN on-line application utilizing [http://bit.ly/HR\\_CSUN](http://bit.ly/HR_CSUN) link. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Applications received prior to May 5, 2017 will be considered in the initial screening and will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the application screening date will be reviewed at the discretion of the University.

For more detailed information on the application and hiring process, please visit the link below: <http://www.csun.edu/careers/>

### **Equal Employment Opportunity**

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.