

University of Houston – Clear Lake

Position Description

Job Title: **Library Associate - Serials**

Job Code: **5422**

Pay Grade: **120**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	
Experience	Two years of library experience or relevant office experience.	Additional experience in the serials department of a library included coded holdings format. Experience with a library automation system and word processing. Supervisory experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The incumbent monitors subscription fulfillment and files claims online through EBSCOnet. Maintains catalog records for new and cancelled serials and microforms. Maintains serial order records and posting of invoices in III acquisitions module. Updates holdings in OCLC for Texas statewide Union list. Maintains serials subscription information spreadsheets. Assists check-in and processing of serials and reference materials.

Duties and responsibilities	% Time
Monitors subscription fulfillment and files claims online through Ebsconet.	25
Enters and edits information in automated online catalog as required for maintenance of accurate serial holdings and order records for each serial title. Creates and updates local holdings records in OCLC Connexion.	20
Assist in checking in and processing of magazines, reference materials, journals, and microforms using automated serials management	15
Maintains serials subscriptions spreadsheets.	15
Receives and checks off invoices for payment and posts invoices in III acquisitions.	15
Create order records for serial monographs. Primary backup for mail handling; opening, sorting and distribution. Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.