

*Ball State University*  
***Position Description***

**Department:** University Libraries

**PC#:** 503113

**Dept Code:** 12300

**Salary Grade:** 8 N

**Position Title:** Cataloging and Metadata Services Assistant

**Reports To:** Head of Cataloging and Metadata Services

**Revision Dates:** 11/2000; 2/2001; 11/2003

Human Resources Representative: Rhonda Thomas

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*This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.*

**Positions Supervised:** None.

**Position Function:**

Provide secretarial support and assistance to the head and all members of the Cataloging and Metadata Services Unit, serve as a resource person for day-to-day office-related matters, facilitate communication within the unit and serve as the unit's first contact to the university staff and the general public; position also provides support and coordinates with other offices in the Library promoting the smooth flow of materials and operations in Cataloging and Metadata Services.

**Duties/Responsibilities:**

1. Provide secretarial support for Cataloging and Metadata Services; serve as the Cataloging and Metadata Unit's primary contact to the public and other university personnel.
2. Initiates and monitors all work requests within Cataloging and Metadata Services; maintain itemized lists of unit resources.
3. Provide new staff with an office orientation; maintain and revise, as required, orientation information for staff; initiate, update, and monitor paperwork needed when staff begin or end employment in Cataloging and Metadata Services.
4. Verify that items have been created correctly for newly cataloged monographs forwarding problems to the appropriate personnel.
5. Determine inventory needs and recommend appropriate purchases in accordance with budget allocations; monitor the supply budget; maintain inventory of supplies; prepare monthly Indiana Cooperative Library Services Authority (INCOLSA) budget reports and prepare invoices for processing.
6. Serve as primary contact person in Cataloging and Metadata Services for Outlook; maintain the unit's resources account and calendar; provide initial training on Outlook to new Cataloging and Metadata Services staff.
7. Coordinate the preparation of the Ball State University theses for cataloging; serve as liaison with the Graduate School and with University Microfilms International.
8. Perform other duties as assigned, including maintenance of Cataloging and Metadata Services' web page.
9. Maintain regular and predictable attendance.

*All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.*

**Minimum Qualifications:**

**Education:** Up to eighteen months of specialized training in word processing, spreadsheets, computer operation, or a secretarial science related curriculum or equivalent.

**Experience:** Three months to one year of secretarial or library related experience; working knowledge of basic Microsoft applications.

**Additional Preferred Qualifications:**

**Education:**

**Experience:**