



Atlanta's John Marshall Law School is seeking to hire a motivated individual to fill the part-time position of **Technical Services Assistant**. The Technical Services Assistant will support the Head of Technical Services with the maintenance of the law library's collections.

Some of their responsibilities include, but are not limited to,

- Updating Library materials by replacing and/or inserting new revisions and supplementation as it is received
- Processing new Library materials to prepare them for inclusion into the collection
- Enhancing and adding functionality to specific records using the cataloging module of the EOS Web system
- Assisting with the cataloging of new materials by providing information on current Library holdings
- Coordinating the donation of superseded Library material to Law School staff and students
- Monitoring material status and organization throughout the collection
- Operating the Circulation Desk upon request, as schedule allows

The ideal candidate will have a minimum of a high school diploma or GED; at least two years of experience in an academic library environment (preferred), proficient with EOS Web integrated library system (preferred), proficient with Library of Congress classification system, and proficient with Microsoft 365 and Google Workspace.

Atlanta's John Marshall Law School is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Atlanta's John Marshall Law School encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. Atlanta's John Marshall Law School undertakes affirmative action strategies in its recruitment and employment efforts to assure that all people have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact Ms. Crawford. Submit a resume and three references to:

Cynthia Crawford
Atlanta's John Marshall Law School
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No Phone Calls Please