



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.

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.

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- Coordinating the donation of superseded Library material to Law School staff and students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

Atlanta's John Marshall Law School is an Equal Opportunity Employer committed to providing a workplace that respects the dignity and rights of all individuals. We make all employment decisions based on merit, qualifications, and business needs, without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity, as currently required by law), national origin, age, disability, genetic information, or any other status protected by applicable federal, state, or local law.

We also respect the rights of employees and applicants to express sincerely held religious beliefs, and we strive to reasonably accommodate those beliefs in accordance with federal law.

Our goal is to foster a professional environment that emphasizes fairness, accountability, and respect for individual differences, while ensuring compliance with all applicable legal standards.

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
ccrawford@johnmarshall.edu
No Phone Calls Please