Clemson University is seeking an energetic, creative, and service-oriented Special Projects Cataloger.

**Responsibilities:**
Under the primary direction of the Head of Cataloging, this faculty position works in a variety of capacities in the Cataloging Unit. As dictated by the volume of work and priorities, does copy and original cataloging of monographs, media, electronic resources, and/or serials for the library’s collections in Cooper Library, Gunnin Architecture Library, Special Collections and Remote Storage. Also, performs database enrichment activities; serves as backup for other cataloging librarians; works with Library Technical Assistants as appropriate. Tenure-track with faculty status and rank.

**Required:** ALA-accredited MLS; minimum two years cataloging experience (either professional or paraprofessional); knowledge of standard cataloging tools such as AACR2, MARC21, LCC, LCSH, and OCLC. Must be service-oriented and have demonstrated dependability, flexibility, and excellent time management and project management skills in previous jobs. Must have excellent communication skills, as well as the ability to work successfully within a group environment and maintain effective working relationships at all levels. Must have experience with standard computer applications, integrated library systems, and internet resources.

**Preferred:** Experience in cataloging serials, media, electronic resources, special collections materials, and/or foreign language materials; knowledge of Innovative Interfaces’ Millennium system.

**Salary:**
$38,000 minimum. For more information and a complete job description, see posting at [http://www.lib.clemson.edu/libjobs/faculty/specprojcat.htm](http://www.lib.clemson.edu/libjobs/faculty/specprojcat.htm).

**Application:**
Submit a letter addressing the qualifications listed above, detailed resume, and names, addresses, and telephone numbers of three professional references to: Joyce Peebles, Human Resources Manager, R.M. Cooper Library, Box 343001, Clemson University, Clemson, SC 29634-3001. Phone: 864-656-0814, Fax: 864-656-0758. This information may be submitted electronically as a single attachment in Word, PDF, or RTF format to peebles@clemson.edu. Only applications postmarked by December 16, 2005 will be guaranteed a full review.

Clemson University is an Affirmative Action/Equal Employment Opportunity employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran status.