

HEAD OF CATALOGING Reports to the Director of Technical Services; supervises 3 cataloging librarians and 4 support staff; provides leadership and support for the unit; conducts evaluations and recommends merit increases; participates in the formulation of departmental policies and procedures; monitors daily operations and analyzes work effort statistics to assess the effectiveness of staff and operations within the unit; performs original and copy cataloging in all formats and all subject areas; serves as a resource on complex cataloging and metadata standards; participates in planning, goal-setting, identifying and resolving problems.

Required qualifications: M.L.S. or its equivalent from an ALA accredited program, minimum five years professional experience after the M.L.S. in an academic library cataloging unit; cataloging experience in an integrated library system using AACR2, MARC, LC classification, subject thesauri, OCLC, metadata. **Desirable qualifications:** supervisory experience in a cataloging unit, experience with ExLibris Aleph.

Interested applicants must complete the one page online application on OASys at <http://www.unfjobs.org> and must upload all required documents to be considered for this position. Once you finalize your completed application and have submitted the required documents, you will receive a confirmation number. Please keep this confirmation number for this position for your records. If you have questions contact the Search Committee Chair Laurel Crump at 904-620-2247. Applicants who do not apply online or do not upload all the required documentation will not be considered for this position.

Upload these required documents:

1. Cover letter
2. Current curriculum vitae
3. Contact information for 3 professional references

Position open until filled. To ensure consideration, applications and required documents must be received by November 15, 2007, when application review will begin. UNF is an Equal Opportunity/Equal Access/Affirmative Action Institution