



**Job Announcement  
Serials and Digital Resources Specialist  
Graduate Theological Union**

Located in Berkeley, California, the Graduate Theological Union (GTU) is the largest and most diverse partnership of seminaries and graduate schools in the United States, pursuing interreligious collaboration in teaching, research, ministry, and service. Since its founding in 1962, the GTU has produced thousands of alumni who teach at eminent universities and seminaries, lead and work in a broad variety of arenas – cultural, economic, inter-religious, non-profit and political – to achieve the greatest good.

**PRIMARY POSITION PURPOSE:**

Reporting to the Head of Collection Development this position manages the acquisition of and maintains access to print and digital continuing resources.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Maintain accurate Bibliographic, Order, Item, and Checkin records related to Serial subscriptions in Millennium Database
2. Initiate, renew, or cancel, serial subscriptions by means of vendors or individual publishers
3. Claim or otherwise replace late, missing, or damaged issues in a timely manner
4. Prepare binding shipments of current periodicals and resolve item records for bound volumes.
5. Authorize payment invoices and resolve vendor / order / claims difficulties as they arise
6. Hire, train, and supervise student assistants
7. Supervise the daily check-in, physical processing, and shelving of currently received issues
8. Refer new titles, ceased titles, title changes, and other cataloging problems to the Systems Manager and Metadata Librarian.
9. Acquire digital subscriptions and products; manage digital subscriptions within Millennium and Serials Solutions environments.
10. Maintain monthly statistics of Serials Maintenance-related activities
11. Maintain in-house spreadsheets regarding current paid, membership, and gift subscriptions

12. Maintain the ATLA Duplicate Exchange List
13. Participate in training workshops related to the position
14. Other duties as assigned

## **MINIMUM QUALIFICATIONS REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and physical demands listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential, principal duties.

### Education:

- Bachelor's degree

### Experience:

- At least one year of library serials (or other complex data maintenance) experience
- Experience with automated serials systems, Millennium preferred
- Experience with Serials Solutions preferred
- Supervisory experience

### Special Skills:

- Demonstrated facility with Office-based software
- Demonstrated facility with data entry and database management
- Demonstrated facility with project management
- Ability to lift and handle 50 lbs.
- Knowledge of serials bibliographic records
- Knowledge of MARC tagging for serials
- Reading knowledge of one or more European languages desirable
- Ability to work independently and collaboratively
- Strong analytical and decision making skills
- Positive customer service orientation
- Excellent communication skills: oral, written, listening and inter-personal
- Team player

### Physical Demands and Work Environment:

- Hours of work – 19 hours per week
- Vision – close vision and ability to adjust focus for working on computers and with serials
- Hearing – ability to hear verbal communications and carry on phone conversations
- Clear Speech – ability to communicate clearly to others is essential part of job
- Pushing/Pulling – ability to push/pull desk and filing cabinet drawers and full book carts up to 200 pounds
- Reaching – ability to reach above shoulder, below shoulder and at arms' length
- Manual Dexterity – ability to manipulate a computer keyboard, mouse and paperwork/files, and to prepare binding shipments
- Regular attendance – required as essential part of job

Work is indoors. Frequent face-to-face contact with staff and students. The noise level in the work environment is moderate. No extreme temperatures are present in the work environment.

## **TOOLS AND EQUIPMENT USED:**

Including, but not limited to: Phone, personal computer, printer, copier, and shredder.

### **Application Instructions:**

**Please send resume/CV with cover letter expressing interest in the role to:**

**HR@gtu.edu**