Chinese Cataloging Associate

The Chinese Cataloging Associate position is a dynamic and rewarding opportunity to actively apply Chinese language expertise to fulfill the Libraries' mission of preserving information essential for scholarship and learning at Ohio State. The duties focus on creating detailed descriptions of the books and other materials in Chinese for the online catalog. The Associate will learn and apply cataloging rules and standards. This position searches, evaluates, and modifies bibliographic records in online databases (OCLC and Sierra) and updates, saves, and imports records; identifies, packs, ships, and receives Chinese-language materials for outsourced original cataloging, and makes appropriate updates to online databases; coordinates with the Gift Program Lead in Collections Management to process materials received through the Chinese gift exchange; identifies materials that require action or decision by another staff member and provides appropriate documentation for those processes; attends and participates in workshops, meetings, and committees; identifies problems and discrepancies in databases and reports them to the supervisor; consistently demonstrates commitment to the Libraries' values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of the Content and Access division. All other duties as assigned.

Required Qualifications
Bachelor’s degree in a relevant field or equivalent combination of education and experience; proficiency in reading Chinese (including Pinyin romanization system) and in reading, writing, and speaking English; close attention to detail; desire to engage in an ongoing learning process; ability to apply principles and procedures.

Desired Qualifications
One year of experience with bibliographic cataloging or other relevant library experience.
Application

Please submit cover letter and resume with the online application at https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Chinese-Cataloging-Associate_R60870 The posting will close after 30 days.

The Ohio State University is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.

University Libraries is committed to building a diverse, equitable and inclusive environment for people of all backgrounds and ages. We are taking steps to meet that commitment and especially encourage members of under-represented communities to apply, including but not limited to women, people of color, LGBTQ+ people, veterans, and people with different abilities. We know there are great candidates who have backgrounds less traditional to our field of work—if that is you, please apply and tell us about yourself.