MIDWEST COLLABORATIVE for LIBRARY SERVICES
Building better libraries

MCLS is a non-profit, member-driven organization whose mission is to facilitate sharing resources and to collaborate with other organizations to benefit Indiana and Michigan libraries.
_____

MeL Support Specialist

Primary Responsibilities:
Participate as an active, effective member of the Shared Library Systems team. Assist with planning, implementing, and supporting the Michigan eLibrary (i.e., MeLCat and MeL eResources).

Characteristic Duties:
1. Provide support to MeLCat participants through the MeLCat helpdesk
2. Provide support to RIDES participants through the RIDES helpdesk
3. Maintenance and review of MeLCat MARC catalog records
4. Assist with MeLCat record loading
5. Assist with MeL eResources support
6. Assist with planning for new MeL services and implementation of enhancements
7. Work on other MeL components or other projects as assigned

Related Duties:
1. Attend MCLS virtual staff meetings; occasional travel to in-person meetings or in-service meetings
2. Attend Shared Library Systems staff meetings
3. Attend seminars and workshops related to professional growth
4. Participate in cross-functional MCLS committees as needed
5. Other duties as assigned

Qualifications:
1. Bachelor's degree required
2. Residency in Michigan required (remote work environment)
3. 4 or more years of experience working with libraries and library staff desired
4. Cataloging experience and knowledge of MARC and MARC record structure preferred
5. Excellent verbal and written communication and strong attention to detail
6. Excellent problem-solving skills
7. Experience with technology training and support
8. Courteous and professional demeanor
9. Demonstrated ability to work independently as well as collaboratively
10. Project management experience
11. Experience with all components of Microsoft Office
12. Ability to travel within Michigan/Indiana as needed

Salary:
Minimum: $48,000

Supervision Received:
Supervision received from the Manager of Shared Library Systems

Supervision Exercised:
None