



## North Carolina Library Association

Pay Study - 2007



Partners

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## Academic Library Jobs

#	Job ID	Job Name	Job Description
1.	AL01	Library Director [CUPA No. 203]	Directs all activities of the college/university's libraries. Responsible for budget, personnel, public service, collection development, acquisition, technical service, information literacy instruction to faculty and students and special collections. Promotes the scholarly advancement of library services. Leads strategic planning, and develops and implements initiatives. Requires Masters in Library Science (MLS), often PhD preferred, and 10+ years experience.
2.	AL02	Chief Public Services Librarian [CUPA No. 203.40]	Responsible for planning and managing library services involving patron interaction (reference, interlibrary loan, circulation, information literacy/bibliographic instruction). Requires MLS and 7+ years experience.
3.	AL03	Chief Technical Services Librarian [CUPA No. 203.30]	Senior person responsible for planning and management of library services involving acquisitions, processing, bibliographic control, cataloging, and preservation. Requires MLS and 7+ years experience.
4.	AL04	Library Information Technology Services Director	Plans, develops, implements and maintains the library's automation system; manages computer-based support systems. Requires MLS and 7+ years experience.
5.	AL05	Senior Accountant [CUPA No. 201]	Performs professional accounting work of a complex nature. Thoroughly understands institutional, state, and federal policies, procedures, and restrictions. Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting fiscal transactions. Advises management regarding the effective use of resources and methods to maximize earnings. Monitors records of past and present operations. May serve as a project leader on special projects. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 5+ years experience.
6.	AL06	Reference Specialist [CUPA No. 101]	With supervisor, maintains library reference information and assists students, staff and faculty in its retrieval. Maintains catalog and systems; processes materials; selects and orders documents to supplement library collections; may manages acquisitions budget. Functional supervisor of student employees. Requires Bachelor's degree and 1+ years experience.
7.	AL07	Librarian [CUPA No. 100/102]	Liaison to departmental faculty of assigned subject areas; reviews and suggests new print and electronic materials; consults with teaching faculty in developing instructional programs using library services; prepares and teaches Bibliographic Instruction and information literacy to faculty and students; completes reports, gathers and analyzes statistics; may be assigned to acquisitions, cataloguing, or other specialty area. Requires Masters in Library Science (MLS).
8.	AL08	Senior Librarian	Performs advanced library functions such as acquisitions, cataloging, reference, instruction, etc., supervises work of library associates, library assistants, and other staff; may train new librarians; may have other unique responsibilities, including program management. Requires MLS and 5+ years library experience.
9.	AL09	Systems Analyst [CUPA No. 398]	Assists in the design and development of systems projects. Evaluates existing systems processes, software, and hardware configurations on a specified basis to determine effectiveness and identifies changes and/or improvements to be made. May also be involved in systems documentation and training.
10.	AL10	Computer Support Specialist [CUPA No. Library]	Implements, operates and maintains library hardware and software technology environment, including network services and workstations

			in support of staff and patrons. Requires AA degree and 2+ years experience.
11.	AL11	Library Technician	Performs library clerical and technical duties and specialized procedures of assigned library unit. Uses automated library systems to enter/retrieve data - fines, billing, purchase orders, inventory, processes new materials, and performs basic searches. Requires GED or high school diploma and 1+ year library experience.
12.	AL12	Circulation Clerk - Library	Performs a variety of clerical functions related to customer service to students and faculty at the circulation desk; uses automated library systems to check books in and out and enter/retrieve data - fines, billing, purchase orders, inventory; may monitor processing of new materials; communicates with library users about circulation policies; may process holds, inter-library loans, and direct loans; handles monies for fines and fees. Requires GED or high school diploma and 6 months of public service experience.
13.	AL13	Building Maintenance Worker	Replaces light bulbs; mows grass, maintains the landscape; sweeps sidewalks; may clean buildings and empty trash; may perform light carpentry. Requires GED or high school diploma.
14.	AL14	Instructor (Info Tech Dept) <i>{please enter contract data if applicable}</i>	In your Information Science Department
15.	AL15	Assistant Professor (Information Science Dept) <i>{please enter contract data}</i>	In your Information Science Department
16.	AL16	Faculty with a Masters' degree (Information Science Dept) <i>{please enter contract data}</i>	In your Information Science Department
17.	AL17	Faculty with a Masters' degree + 30 credits (Information Science Dept) <i>{please enter contract data}</i>	In your Information Science Department

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**Academic Institution Jobs**

#	Job ID	Job Name	Job Description
1.	AH01	Dean	Dean or equivalent administrative title, serving as the principal administrator of an instructional division. Requires Master's Degree, often PhD preferred, and 10+ years experience. Note, if you do not have a generic "Dean" position, please match job to Dean, Humanities (226 ) or Dean, Undergraduate Programs (241).
2.	AH02	Chief Financial Officer [CUPA No. 301.02]	Senior administrative official responsible for the direction of financial affairs. Typically supervises investments, accounting, and budgets. Requires MBA and 10 + years experience; CPA often preferred.
3.	AH03	Chief, Enrollment Management [CUPA No. 523]	Administrative official responsible for development of marketing plans for recruitment and retention of students. Also coordinates institutional efforts in admissions, financial aid, records and registration, and advising.
4.	AH04	Director, Continuing Education [CUPA No. 243]	Directs all activities of the institution's continuing education operation, including both on- and off-campus programs. Requires Masters degree and 7+ years experience.
5.	AH05	Director, Administrative Computing [CUPA No. 310]	Directs the college's/university's administrative computing function. Requires MS and 7+ years experience.
6.	AH06	Senior Accountant [CUPA No. 201]	Performs professional accounting work of a complex nature. Thoroughly understands institutional, state, and federal policies, procedures, and restrictions. Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting transactions of a fiscal nature. Advises management regarding the effective use of resources and methods to maximize earnings. Monitors records of past and present operations. May serve as a project leader on special projects. Requires a bachelor's

			degree in accounting, finance, or related field or equivalent plus 5 + years experience.
7.	AH07	Electrical/Electronic Engineer, Senior [CUPA No. 801]	Conducts research and development activities related to the design, development, manufacture, modification, installation, and/or testing of state-of-the-art electrical/electronic parts, components, equipment and systems and/or acts as a project leader in the engineering phase of a project, providing professional direction to and coordination of other engineers and technicians. Requires a bachelor's or master's degree in electrical engineering plus 4-5 years professional engineering experience.
8.	AH08	Counselor: [CUPA No. 731]	Provides professional counseling to students on academic, financial, and personal matters. Provides individual and group therapy and counseling. Responsible for vocational testing and assessment, program development and evaluation, and outreach activities. Consults with academic departments and student affairs organizations. Requires a master's degree in counseling psychology or related field plus 5 years experience.
9.	AH09	Buyer [CUPA No. 111]	Responsible for the procurement of supplies, materials, equipment, and services for campus departments. Reviews and processes requisitions. Determines vendor sources and product availability. Maintains contact with vendors and ensures compliance with contracts. Requires a bachelor's degree or equivalent plus 2-3 years experience. Not an entry-level position.
10.	AH10	Programmer Analyst, Supervisor [CUPA No. 312]	Supervises a unit in the design of data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, program the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. Requires a bachelor's degree in computer science or equivalent plus 5-8 years programming and 1-2 years supervisory experience.
11.	AH11	Continuing /Education Specialist [CUPA No. 711]	Responsible for planning and developing continuing education programs. Coordinates and manages the planning, design, and development of college/university level credit and non-credit courses. May include planning and development of workshops, certificate programs, seminars, and special events. Requires a bachelor's degree or equivalent plus 4-5 years experience.
12.	AH12	Student Activities Officer [CUPA No. 700]	Assists in the organization of student activities, which may include social events, Greek programs, student government/committee, newspaper, clubs and organizations. Requires a bachelor's degree or equivalent plus 1 + years related experience.
13.	AH13	Systems Analyst [CUPA No. 398]	Assists in the design and development of systems projects. Evaluates existing systems processes, software, and hardware configurations on a specified basis to determine effectiveness and identify changes and/or improvements to be made. May also be involved in systems documentation and training.
14.	AH14	PC Technician	Installs, repairs, and performs preventive maintenance on college/university staff computer and related systems. Performs installations, upgrades, and backups of software and hardware applications. Troubleshoots software and hardware failures and identifies network problems as they relate to PCs. Requires AA degree and 2+ years experience.
15.	AH15	Cashier	Receives and processes payments from customers and/or students; responds to inquiries from employees, students, customers and others; tracks accounts. Requires GED or high school diploma and 6 months experience.
16.	AH16	Building Maintenance Worker	Replaces light bulbs; mows grass, maintains the landscape; sweeps sidewalks; may clean buildings and empty trash; may perform light carpentry. Requires GED or high school diploma.
17.	AH17	Instructor (Info Tech Dept) {please enter contract data if applicable}	In your Information Science Department

18.	AH18	Assistant Professor (Information Science Dept) <i>{please enter contract data if applicable}</i>	In your Information Science Department
19.	AH19	Faculty with a Masters' degree (Information Science Dept) <i>{please enter contract data if applicable}</i>	In your Information Science Department
20.	AH20	Faculty with a Masters' degree + 30 credits (Information Science Dept) <i>{please enter contract data if applicable}</i>	In your Information Science Department

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