

# 2018 INALJ Jobs

Naomi House

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Issue 46.18 (includes all of issue 45)

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[Sponsored jobs](#) \* [USA jobs](#) \* [Canada jobs](#) \* [International \(other\) jobs](#)

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## SPONSORED

[Librarian I & Librarian II](#) (multiple positions) / Missouri Department of Corrections / Jefferson City, Chillicothe, Boonville & Tipton, MO

[Dean of Libraries](#) / Hudson County Community College / Jersey City, NJ

## USA

### USA – Virtual Work

to find more sites to job hunt at in the virtual sphere check out INALJ Telework/ Virtual home page: [http://inalj.com/?page\\_id=56476](http://inalj.com/?page_id=56476)

[Executive Director](#) / Dryad Digital Repository / Flexible / Apply by 3/30

### Alabama

to find more sites to job hunt at in AL check out INALJ Alabama home page: [http://inalj.com/?page\\_id=56451](http://inalj.com/?page_id=56451)

### Alaska

to find more sites to job hunt at in AK check out INALJ Alaska home page: [http://inalj.com/?page\\_id=56453](http://inalj.com/?page_id=56453)

### Arizona

to find more sites to job hunt at in AZ check out INALJ Arizona home page: [http://inalj.com/?page\\_id=56455](http://inalj.com/?page_id=56455)

[Scholarly Communication Librarian](#) / University of Arizona / Tucson, AZ / Apply by 3/26

## Arkansas

to find more sites to job hunt at in AR check out INALJ Arkansas home page: [http://inalj.com/?page\\_id=56457](http://inalj.com/?page_id=56457)

## California

to find more sites to job hunt at in CA check out INALJ California home page: [http://inalj.com/?page\\_id=104060](http://inalj.com/?page_id=104060)

[Photo Archivist](#) for immediate hire. This is a full-time position that will work out of our Pro-Tek Vaults facility, located in Burbank, CA  
[Document Management Analysts](#) to work for a Federal Agency in downtown San Francisco, CA

[Engagement and Inclusion Librarian-Senior Assistant Librarian \(Bilingual, Spanish and English\)](#)- The University Library at California State University San Marcos (CSUSM)

[Library Software Applications Developer](#) / California State University, Fresno / Fresno, CA

[Librarian Specialist](#) / Contra Costa County Library / Martinez, CA / Apply by 3/19

[User Experience Researcher](#) / Ticketmaster / Los Angeles, CA

[Community Connector, Library](#) / Jewish Federation of Greater Los Angeles / Los Angeles, CA

[Library Services Coordinator](#) / AMDA College and Conservatory of the Performing Arts / Hollywood, CA

[Librarian](#) / San Jose State University / San Jose, CA / Apply by 4/6

[Coordinator of Special Collections & Archives](#) / Chapman University / Orange, CA

[Systems & Technical Services Librarian](#) / Glendale Community College / Glendale, CA / Apply by 3/28

[Photo Archivist](#) / Pro-Tek Vaults / Burbank, CA

[Digital Archivist](#) / University of California / San Diego, CA / Apply by 4/2

[Literacy Services Coordinator](#) / San Francisco Public Library / San Francisco, CA / Apply by 3/14

[Part-Time Library Assistant](#) / LibGig / Los Angeles, CA

## Colorado

to find more sites to job hunt at in CO check out INALJ Colorado home page: [http://inalj.com/?page\\_id=56461](http://inalj.com/?page_id=56461)

## Connecticut

to find more sites to job hunt at in CT check out INALJ Connecticut home page: [http://inalj.com/?page\\_id=56463](http://inalj.com/?page_id=56463)

## DC (Washington, DC)

to find more sites to job hunt at in DC check out INALJ DC home page: [http://inalj.com/?page\\_id=56468](http://inalj.com/?page_id=56468)

**Delaware**

to find more sites to job hunt at in DE check out INALJ Delaware home page: [http://inalj.com/?page\\_id=56466](http://inalj.com/?page_id=56466)

**Florida**

to find more sites to job hunt at in FL check out INALJ Florida home page: [http://inalj.com/?page\\_id=76843](http://inalj.com/?page_id=76843)

[Director of Development and External Relations](#) / George A. Smathers Libraries-University of Florida / Gainesville, FL / Apply by 4/30

**Georgia**

to find more sites to job hunt at in GA check out INALJ Georgia home page: [http://inalj.com/?page\\_id=56472](http://inalj.com/?page_id=56472)

[Science Research & Instruction Librarian](#) / University of Georgia Libraries / Athens, GA

[Scholarship and Data Librarian](#) / Robert B. Greenblatt, M.D. Library, Augusta University / Augusta, GA

**Hawaii**

to find more sites to job hunt at in HI check out INALJ Hawaii home page: [http://inalj.com/?page\\_id=56474](http://inalj.com/?page_id=56474)

**Idaho**

to find more sites to job hunt at in ID check out INALJ Idaho home page: [http://inalj.com/?page\\_id=56478](http://inalj.com/?page_id=56478)

**Illinois**

to find more sites to job hunt at in IL check out INALJ Illinois home page: [http://inalj.com/?page\\_id=56480](http://inalj.com/?page_id=56480)

[Library Director](#) / Augustana College / Rock Island IL

[Director of Library Systems and Electronic Resources Librarian](#) / University of Illinois Springfield / Springfield, IL / Apply by 3/12

**Indiana**

to find more sites to job hunt at in IN check out INALJ Indiana home page: [http://inalj.com/?page\\_id=56482](http://inalj.com/?page_id=56482)

**Iowa**

to find more sites to job hunt at in IA check out INALJ Iowa home page: [http://inalj.com/?page\\_id=56484](http://inalj.com/?page_id=56484)

## **Kansas**

to find more sites to job hunt at in KS check out INALJ Kansas home page: [http://inalj.com/?page\\_id=56486](http://inalj.com/?page_id=56486)

## **Kentucky**

to find more sites to job hunt at in KY check out INALJ Kentucky home page: [http://inalj.com/?page\\_id=56488](http://inalj.com/?page_id=56488)

## **Louisiana**

to find more sites to job hunt at in LA check out INALJ Louisiana home page: [http://inalj.com/?page\\_id=56490](http://inalj.com/?page_id=56490)

## **Maine**

to find more sites to job hunt at in ME check out INALJ Maine home page: [http://inalj.com/?page\\_id=56493](http://inalj.com/?page_id=56493)

## **Maryland**

to find more sites to job hunt at in MD check out INALJ Maryland home page: [http://inalj.com/?page\\_id=56495](http://inalj.com/?page_id=56495)

Processing Archivist/Associated Archives at St. Mary's Seminary & University/Baltimore, MD/ apply by **3/30/** Position Title: Processing Archivist, Institution: Associated Archives at St. Mary's Seminary & University, City/State: Baltimore, MD  
The Associated Archives at St. Mary's Seminary & University seeks a Processing Archivist to coordinate the intake, processing, and ongoing maintenance of the collections in its holdings. The ideal candidate will have archival processing and project management experience, strong organizational, planning, and problem-solving skills, and the ability to think strategically about the description and management of the collections. Background: The Associated Archives at St. Mary's Seminary & University is a program that brings together the archives of the Archdiocese of Baltimore, the U.S. Province of the Sulpician Fathers, and St. Mary's Seminary & University. It is one of the most significant repositories for records relating to the history of the Catholic Church in the United States. Processing Archivist Job Description Reporting to and in consultation with the Director, the Processing Archivist coordinates and carries out archival processing efforts to provide access and to ensure long-term preservation of the collections. The Processing Archivist:

- Conducts an appraisal of the collections.
- Develops an archival processing program and sets priorities in accordance with established goals.
- Contributes to development of strategies for streamlining workflows.
- Processes newly-acquired and backlogged collections using collection management program, including the transfer of existing card catalog system and finding aids.
- Creates finding aids with appropriate levels of description and composes biographical/historical notes.
- Assesses physical condition of the collections and identifies conservation needs.
- Submits regular reports on processing and other projects as assigned.
- Provides assistance to the Reference Archivist with research in response to reference questions about collections.
- Serves as liaison with the three sponsoring institutions to consult on and coordinate transfer of records.
- Maintains high level of expertise through continuing education programs and participating in appropriate professional organizations.
- Other duties as assigned.

Required Qualifications:

- Master's degree from an ALA-accredited program with a concentration in archives management or equivalent combination of education and experience

- One to two years of experience in an archives program.
- Knowledge of current best practices and standards.
- Experience arranging, describing, and preserving physical and digital collections.
- Evidence of effective project planning, management, and completion.
- A firm understanding of the descriptive standards for archival and manuscript materials such as DACS.
- Experience with the collection management program PastPerfect 5.0 and Microsoft Office applications.
- Experience in digitizing a variety of formats including multimedia.
- Strong organizational, planning, and problem-solving skills.
- Evidence of strong interpersonal and communication skills, sound judgement and discretion.
- Ability to work both independently and collaboratively with staff.

Preferred Qualifications:

- Knowledge and/or interest in U.S. Catholic Church history.
- Knowledge of basic preservation measures.
- Engagement with professional groups and activities.
- Certification by the Academy of Certified Archivists.

Physical Demands: Ability to handle and safely move carts, dollies, and book/flatbed trucks loaded up to 100 pounds; lift and carry boxes or materials weighing up to 40 pounds; climb and reach on step stools and rolling ladders; assemble and adjust shelving/storage units. Working conditions will likely include some exposure to dust and mold.

Salary and Benefits: Salary range of \$45,000 - \$48,000 with a comprehensive benefits package including paid sick, vacation, and holidays, health insurance, life insurance, and retirement contributions. Professional travel funding available.

Application Procedure: The deadline for applications is March 30, 2018. Please include a cover letter, resume, and the names, phone numbers, and addresses for three references (references will only be contacted for individuals under serious consideration) and send to:

Tricia T. Pyne, Ph.D. Director Associated Archives at St. Mary's Seminary & University 5400 Roland Avenue Baltimore, MD 21210 [tpyne@stmarys.edu](mailto:tpyne@stmarys.edu)

[Research Analyst I](#) / Optimal Solutions Group / Hyattsville, MD

## Massachusetts

to find more sites to job hunt at in MA check out INALJ Massachusetts home page: [http://inalj.com/?page\\_id=56402](http://inalj.com/?page_id=56402)

[Sargent Archives and Special Collections Archivist](#) / Museum of Fine Arts, Boston / Boston, MA

## Michigan

to find more sites to job hunt at in MI check out INALJ Michigan home page: [http://inalj.com/?page\\_id=56497](http://inalj.com/?page_id=56497)

[Marketing and Programming Coordinator](#) / Grosse Pointe Public Library Grosse Pointe MI

[University Librarian](#) / Eastern Michigan University / Ypsilanti MI

[Research Associate of Battery Material ???](#) / Nissan Automotive / Farmington Hills MI

[Report Analyst](#) / Guardian Alarm / Southfield, MI

[Software Developer II – Autonomy](#) / DCS Corp / Warren, MI / Apply by **3/15**

[Google Cloud Senior Architect – CDI](#) / Deloitte / Detroit, MI

[Systems Business Analyst](#) / Orion Solutions Group / Detroit, MI

[Business Analyst](#) / Fast Switch / Allen Park, MI

[Research Analyst](#) / Quicken Loans / Detroit, MI

[Data Architect Manager](#) / Concentrix / Farmington Hills, MI

[Clinical Data Analyst](#) / BSC Solutions / Troy, MI

[Corporate Librarian](#) / Bartech / Warren, MI

[Business Analyst - Business Information Systems](#) / Credit Acceptance / Southfield, MI

### **Minnesota**

to find more sites to job hunt at in MN check out INALJ Minnesota home page: [http://inalj.com/?page\\_id=56499](http://inalj.com/?page_id=56499)

### **Mississippi**

to find more sites to job hunt at in MS check out INALJ Mississippi home page: [http://inalj.com/?page\\_id=56501](http://inalj.com/?page_id=56501)

### **Missouri**

to find more sites to job hunt at in MO check out INALJ Missouri home page: [http://inalj.com/?page\\_id=56504](http://inalj.com/?page_id=56504)

Sponsored

[Librarian I & Librarian II](#) (multiple positions) / Missouri Department of Corrections / Jefferson City, Chillicothe, Boonville & Tipton, MO

### **Montana**

to find more sites to job hunt at in MT check out INALJ Montana home page: [http://inalj.com/?page\\_id=56313](http://inalj.com/?page_id=56313)

### **Nebraska**

to find more sites to job hunt at in NE check out INALJ Nebraska home page: [http://inalj.com/?page\\_id=56320](http://inalj.com/?page_id=56320)

### **Nevada**

to find more sites to job hunt at in NV check out INALJ Nevada home page: [http://inalj.com/?page\\_id=56326](http://inalj.com/?page_id=56326)

### **New Hampshire**

to find more sites to job hunt at in NH check out INALJ New Hampshire home page: [http://inalj.com/?page\\_id=56333](http://inalj.com/?page_id=56333)

### **New Jersey**

to find more sites to job hunt at in NJ check out INALJ New Jersey home page: [http://inalj.com/?page\\_id=56346](http://inalj.com/?page_id=56346)

Sponsored

**Dean of Libraries / Hudson County Community College / Jersey City, NJ**

**New Mexico**

to find more sites to job hunt at in NM check out INALJ New Mexico home page: [http://inalj.com/?page\\_id=76814](http://inalj.com/?page_id=76814)

[Programmer Analyst 2](#) / The University of New Mexico Libraries Information Technology / Albuquerque, NM / Apply by 3/16

**New York (state)**

to find more sites to job hunt at in NY check out INALJ NY State home page: [http://inalj.com/?page\\_id=56407](http://inalj.com/?page_id=56407)

[Part-Time Librarian I](#) / Syosset Public Library / Syosset, NY / Apply by 3/12

[Special Collections Summer Internship](#) / Buffalo and Erie County Public Library / Buffalo, NY / Apply by 3/30

[Librarian Technician](#) / Molloy College / Rockville Centre, NY

[System Director](#) / Clinton-Essex-Franklin Library System / Plattsburgh, NY / Apply by 3/23

[Library Director](#) / Broome County Public Library / Binghamton, NY / Apply by 5/15

[Engineering and Scholarly Communication Librarian](#) / Alfred University / Alfred, NY / Apply by 3/23

[Reference Librarian](#) / Jervis Public Library / Rome, NY

[Library Director](#) / Northern Onondaga Public Library / Brewerton, Cicero, and North Syracuse, NY / Apply by 3/30

[Part-Time Librarian](#) / Comsewogue Public Library / Port Jefferson Station, NY / Apply by 3/23

[Associate Dean for Research, Graduate School of Education](#) / State University of New York at Buffalo / Buffalo, NY

**NYC**

to find more sites to job hunt at in NYC check out INALJ New York City home page: [http://inalj.com/?page\\_id=56409](http://inalj.com/?page_id=56409)

[Photo Technician](#) / LibSource / New York, NY

[Library Assistant](#) / LibSource / New York, NY

**North Carolina**

to find more sites to job hunt at in NC check out INALJ North Carolina home page: [http://inalj.com/?page\\_id=56411](http://inalj.com/?page_id=56411)

[Associate Director for the Digital Library](#) / NC State University / Raleigh, NC / Apply by 3/19

[Administrative Assistant](#) / Oxford University Press / Cary, NC

[Consortia Account Manager](#) / Oxford University Press / Cary, NC

[Library Assistant I - Pack Library](#) / Buncombe County / Asheville, NC

[Sr Library Assistant - Teen Services, West Boulevard Branch Library](#) / Charlotte Mecklenburg Library / Charlotte, NC

[Librarian \(Children/Teen\) - Steele Creek](#) / Charlotte Mecklenburg Library / Charlotte, NC

[Director of Digital Asset Management](#) / INSP / Charlotte, NC

[Senior Content Strategist](#) / Allstate / Charlotte, NC

[Senior Digital Content Strategist](#) / Ally / Charlotte, NC  
[Systems Research Instructional Services Librarian](#) / Bennett College / Greensboro, NC  
[Research Data Manager](#) / East Carolina University / Greenville, NC  
[Librarian II / Branch Manager – Holly Springs Community Library](#) / Wake County Public Libraries / Holly Springs, NC  
[Media Specialist-Academy at Middle Fork](#) / Appalachian State University / Winston-Salem, NC  
[Correspondence Archivist](#) / State of North Carolina / Wake County, NC  
[Media Specialist-Academy at Middle Fork](#) / Appalachian State University / Winston-Salem / North Carolina  
[Manager of Digital Communications](#) / University of North Carolina at Chapel Hill / Chapel Hill, NC  
[Director, Information Technology Services \(ITS\)](#) / Duke University Library / Durham, NC  
[Associate Director for the Digital Library](#) / North Carolina State University / Raleigh, NC  
[Sr. Library Assistant - Children's Specialist \(Davidson\)](#) / Charlotte Mecklenburg Public Library / Charlotte, NC  
[Intern - Knowledge Management](#) / BioGen / Research Triangle Park, NC  
[Librarian I - Adult Services](#) / Wake County Public Library / Wake County, NC  
[Temporary Library Assistant - Circulation](#) / University of North Carolina at Wilmington / Wilmington, NC

### **North Dakota**

to find more sites to job hunt at in ND check out INALJ North Dakota home page: [http://inalj.com/?page\\_id=56413](http://inalj.com/?page_id=56413)

### **Ohio**

to find more sites to job hunt at in OH check out INALJ Ohio home page: [http://inalj.com/?page\\_id=56415](http://inalj.com/?page_id=56415)

[Life Sciences Librarian](#)/The Ohio State University/Columbus, Ohio

### **Oklahoma**

to find more sites to job hunt at in OK check out INALJ Oklahoma home page: [http://inalj.com/?page\\_id=56417](http://inalj.com/?page_id=56417)

### **Oregon**

to find more sites to job hunt at in OR check out INALJ Oregon home page: [http://inalj.com/?page\\_id=56419](http://inalj.com/?page_id=56419)

[Youth Services Librarian](#) / Forest Grove City Library / Forest Grove, OR / Apply by 3/19

[Youth Services Supervisor](#) / Beaverton, Oregon/Apply by 3/15

### **Pennsylvania**

to find more sites to job hunt at in PA check out INALJ Pennsylvania home page: [http://inalj.com/?page\\_id=56421](http://inalj.com/?page_id=56421)

[Assistant Dean of the Library](#) / University of Scranton / Scranton PA

[Digital Preservation Specialist and Archivist](#) / Bucknell University / Lewisburg PA



[Sr. Data Manager \(Sr. Associate\)](#) / Pfizer / Collegeville, PA  
[Reporting Data Analyst](#) / Vanguard / Malvern, PA  
[Records Management Clerk \(Temporary, Contract\)](#) / Veritiss / Carlisle, PA  
[Data Architect](#) / rue21 / Warrendale, PA  
[Solutions Specialist](#) / Clarivate Analytics / Philadelphia, PA  
[Database Editor \(Contract\)](#) / Turnberry Solutions / Wayne, PA  
[Data Editor](#) / PeopleShare / Philadelphia, PA  
[Desktop/Service Desk Assistant \(Part Time\)](#) / Penn State University / University Park, PA  
[Librarian](#) / Miquon School / Conshohocken, PA

### **Puerto Rico**

to find more sites to job hunt at in PR check out INALJ Puerto Rico home page: [http://inalj.com/?page\\_id=56423](http://inalj.com/?page_id=56423)

### **Rhode Island**

to find more sites to job hunt at in RI check out INALJ Rhode Island home page: [http://inalj.com/?page\\_id=56426](http://inalj.com/?page_id=56426)

[Commons Administrative Specialist](#) / Phillips Memorial Library, Providence College / Providence, RI / Apply by 5/1

### **South Carolina**

to find more sites to job hunt at in SC check out INALJ South Carolina home page: [http://inalj.com/?page\\_id=56428](http://inalj.com/?page_id=56428)

[Part-time Evening Library Assistant](#) / Spartanburg Methodist College Library / Spartanburg, SC

### **South Dakota**

to find more sites to job hunt at in SD check out INALJ South Dakota home page: [http://inalj.com/?page\\_id=56430](http://inalj.com/?page_id=56430)

### **Tennessee**

to find more sites to job hunt at in TN check out INALJ Tennessee home page: [http://inalj.com/?page\\_id=56432](http://inalj.com/?page_id=56432)

### **Texas**

to find more sites to job hunt at in TX check out INALJ Texas home page: [http://inalj.com/?page\\_id=56434](http://inalj.com/?page_id=56434)

[Digital Marketing Specialist](#) / Snelling / Lubbock, TX

[Library Aide](#) / City of Corpus Christi Library System / Corpus Christi, TX / Apply by 3/13

[Librarian I-Teen Services/Part-time](#) / City of San Antonio Library System / San Antonio, TX / Apply by 3/21

Cataloging Librarian / Moffett Library, Midwestern State University / Wichita Falls, TX / Apply by: 4/16 Librarian, Catalog, Department:Moffett Library,Starting Date:April 16, 2018,Starting Salary:\$3,358.75 monthly w/benefits,Job #S038-18,Budget Position #NLO298,Posted:03/06/2018.Description:Responsible to the head of Technical Services for bibliographic control of all library materials, the implementation of efficient cataloging procedures, catalog maintenance, staff hiring and training. Works some hours weekly and some weekends by rotation at the Reference Desk and assists in the supervision of the Technical Services Cataloging staff with the head of the department. Reports to the Associate University Librarian.Examples:Cataloging and classification of all library materials, in various formats including media; oversees workflow in cataloging processes. Works regularly at the Reference desk. Supervises and trains cataloging assistant. Serves as research partner for the College of Science and Mathematics.Physical Condition:Experience:Library experience is desirable, as is supervisory experience. Familiarity with email, MS Office and OCLC cataloging utilities is required, as is some experience with current cataloging practices and bibliographic utilities, including original cataloging. Experience with Connexion highly desirable. Experience with Voyager or other online catalogs highly desirable.Knowledge:Working knowledge of AACR2, MARC, LCSH, and LC classification required. Familiarity with current cataloging rules, practices, and procedures; excellent oral and written communication skills; the ability to work with a diverse group and be service oriented. Team-based cataloging experience highly desirable.Education:A graduate degree in Library/Information Science from and ALA accredited program. Reading knowledge of a romance language is desirable. Additional Requirements:Attention to detail, accuracy, good analytical skills. \*Regular reliable attendance is required. \*This position is designated as security sensitive (Mod) and requires a criminal background check.Other:Title: Librarian, Catalog Description: Responsible to the head of Technical Services for bibliographic control of all library materials, the implementation of efficient cataloging procedures, catalog maintenance, staff hiring and training. Works some hours weekly and some weekends by rotation at the Reference Desk and assists in the supervision of the Technical Services Cataloging staff with the head of the department. Reports to the Associate University Librarian. Examples: Cataloging and classification of all library materials, in various formats including media; oversees workflow in cataloging processes. Works regularly at the Reference desk. Supervises and trains cataloging assistant. Serves as research partner for the College of Health Sciences and Human Services. Experience: Library experience is desirable, as is supervisory experience. Familiarity with email, MS Office, OCLC, current cataloging practices, original cataloging are required. Experience with Connexion highly desirable. Experience with Alma or other Library Management System highly desirable. Knowledge: Working knowledge of RDA, Dublin Core, and Bibframe required. Familiarity with current cataloging rules, practices, and procedures; excellent oral and written communication skills; the ability to work with a diverse group and be service oriented. Team-based cataloging experience highly desirable. Education: A graduate degree in Library/Information Science from an ALA accredited program. Reading knowledge of a romance language is desirable. Additional Requirements: Attention to detail, accuracy, good analytical skills. \*Regular reliable attendance is required. \*This position is designated as security sensitive (Mod) and requires a criminal background check. AN EEO/ADAAA Compliance Employer. To apply, submit a state of Texas application, letter of application, resume and list of three references to the Human Resources Department at the address below:Midwestern State University,Human Resources Department,3410 Taft Boulevard,Wichita Falls, TX 76308,Phone: 940-397-4221,Fax: 940-397-4780,E-mail: [human.resources@mwsu.edu](mailto:human.resources@mwsu.edu).

## Utah

to find more sites to job hunt at in UT check out INALJ Utah home page: [http://inalj.com/?page\\_id=56436](http://inalj.com/?page_id=56436)

## Vermont

to find more sites to job hunt at in VT check out INALJ Vermont home page: [http://inalj.com/?page\\_id=56438](http://inalj.com/?page_id=56438)

## Virginia

to find more sites to job hunt at in VA check out INALJ Virginia home page: [http://inalj.com/?page\\_id=56440](http://inalj.com/?page_id=56440)

Research and Instruction Librarian / Randolph College / Lynchburg, VA / POSITION: Research and Instruction Librarian.LOCATION: Randolph College, Lynchburg, VA.DESCRPTION: Lipscomb Library at Randolph College welcomes applications for the position of

Research and Instruction Librarian, a full-time (12-month), non-tenured, ranked faculty position. Reporting to the Director of the Library, the successful candidate for this position will primarily oversee instruction and reference services for the Lipscomb Library. Responsibilities will include: Participating in and assessing the library's role in the College's First Year Common Experience program, Teaching a one-hour credit-bearing information literacy and research skills course during the Spring semester, Collaborating with faculty throughout the academic year to develop effective one-shot instruction sessions, Working with other College librarians to update/maintain the instructional guides and web presence for the library, Providing research assistance for members of the college community, Working occasional weekend hours as well as a potential regular evening shift. Required qualifications include: Holding an MLIS, MLS, or the equivalent degree from an ALA-accredited program, Demonstrating a strong commitment to developing engaging library instruction sessions based on ACRL's Framework for Information Literacy for Higher Education, Staying informed of best practices in library instruction methodologies, Working collaboratively with a team of librarians in the overall management of the library, Building strong relationships with members of the faculty to ensure the library is meeting the instructional needs of our campus community, A commitment to providing an environment that welcomes and supports diversity, Possessing excellent written and oral communication skills. Preferred qualifications: Preference will be given to candidates with at least two years of experience working in public services (e.g. instruction, research assistance) in an academic library, experience using library support products such as LibGuides, EBSCO Discovery Service, Moodle, Tipasa, RefWorks, and SirsiDynix Horizon/Enterprise, Experience working in a library using the Dewey Decimal Classification system, A commitment to ongoing professional development, A willingness to perform additional inter-departmental library tasks, as needed, Some knowledge of web design: HTML, CSS, etc. PHYSICAL REQUIREMENTS: Ability to lift and move library materials weighing up to 25 pounds. SALARY: Randolph offers a competitive salary commensurate with experience. TO APPLY: Review of applications will begin immediately, and will continue until the position is filled. Candidates may apply by sending their curriculum vitae, cover letter, and three professional references to: Director of Human Resources, Randolph College, 2500 Rivermont Ave. Lynchburg, VA 24503 or by email (preferred method) [employment@randolphcollege.edu](mailto:employment@randolphcollege.edu) . EOE

## Washington

to find more sites to job hunt at in WA check out INALJ Washington home page: [http://inalj.com/?page\\_id=56442](http://inalj.com/?page_id=56442)

[District Manager – Adult Services](#) / Timberland Regional Library / Olympia/Tumwater, WA / Apply by 3/27

[Tenure-track Librarian](#) / Shoreline Community College / Shoreline, WA / Apply by 4/1

## West Virginia

to find more sites to job hunt at in WV check out INALJ West Virginia home page: [http://inalj.com/?page\\_id=56444](http://inalj.com/?page_id=56444)

## Wisconsin

to find more sites to job hunt at in WI check out INALJ Wisconsin home page: [http://inalj.com/?page\\_id=56446](http://inalj.com/?page_id=56446)

[Contract Business Analyst](#) / Bayforce / Milwaukee, WI

## Wyoming

to find more sites to job hunt at in WY check out INALJ Wyoming home page: [http://inalj.com/?page\\_id=56449](http://inalj.com/?page_id=56449)

[Digital Scholarship Fellow/Assistant Librarian](#) / University of Wyoming / Laramie, WY / Apply by 3/30

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## **CANADA**

### **Alberta**

to find more sites to job hunt at check out INALJ Alberta home page: [http://inalj.com/?page\\_id=5931](http://inalj.com/?page_id=5931)

### **British Columbia**

to find more sites to job hunt at check out INALJ British Columbia home page: [http://inalj.com/?page\\_id=5933](http://inalj.com/?page_id=5933)

[Lecturer Positions - Library, Archival and Information Studies](#) / iSchool-University of British Columbia / Vancouver BC Canada

### **Manitoba**

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