

# 2018 INALJ Jobs

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Sponsored jobs \*USA jobs \*Canada jobs \*International jobs

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[Instructional Technology Librarian](#) / Midway University / Midway, KY

[Executive Director](#) / Massachusetts Library System, Inc / either Marlborough or Northampton as well as commute throughout the state

## 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)

### 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)

**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)

[UX Designer](#) / JB Hunt Corporate / Lowell, AR

[UX Intern](#) / JB Hunt Corporate / Lowell, AR

**California**

*to find more sites to job hunt at in CA check out INALJ California home page:*

[http://inalj.com/?page\\_id=75425](http://inalj.com/?page_id=75425)

[Dean of Library & Information Access](#) / San Diego State University / San Diego, CA / Apply by **2/18**

[Library Assistant](#) / Menlo College / Atherton, CA

[Content Integration Editor](#) / EBSCO Industries Inc. / Glendale, CA

[User Experience Researcher](#) / Bird Rides Inc. / Venice, CA  
[Library Associate](#) / Louis Robidoux Library / Jurupa Valley, CA  
[Librarian](#) / PCI College / Cerritos, CA  
[Head of Technical Services](#) / San Diego State University / San Diego, CA / Apply by 1/3  
[UX Researcher](#) / Bird / Venice, CA  
[Manager, Financial Due Diligence – HCLS](#) / KPMG / San Francisco, CA  
[Knowledge Management Architect](#) / Pandora / Oakland, CA  
[Digital Literacies Librarian](#) / University of California, Berkeley / Berkeley, CA / Apply by 1/14  
[Media Warehouse & Image Scanning Specialist](#) / LAC Group / Thousand Oaks or Burbank, 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)

[Knowledge Management Specialist](#) / Bright Horizons / Broomfield, CO  
[Sr. Manager, Knowledge Management](#) / KPMG / Denver, CO  
[Manager, National Due Diligence and Integration](#) / DaVita Medical Group / Denver, CO

### **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)

[Research & Knowledge Analyst](#) / LAC Group / Washington, D.C.  
[Business Development Representative](#) / LAC Group / Washington, D.C.

Research And Knowledge Analyst / Washington, D.C. / SUMMARY:Responsible for researching and providing information, analysis and expertise to attorneys and staff in all practice areas of the Firm. Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner. Coordinates current awareness and news alert services. Works with Knowledge Strategy Counsel to develop and maintain selected practice area databases and websites. Helps plan and implement department outreach, training and orientation programs. Evaluates and recommends new information resources.EDUCATION AND EXPERIENCE:Master's Degree in Library Science or equivalent experience (minimum of 8 years).Minimum of 2 years research experience in a law firm or corporate library.ESSENTIAL FUNCTIONS:Responsible for researching and providing information, analysis and expertise to attorneys and staff in all practice areas of the firm. Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner. Helps plan and implement department outreach, training and orientation programs. Assists with the evaluation and recommendation of new information resources. Supports research and Knowledge Management initiatives for firm attorneys and staff across the globe, incorporating new technology. Performs ready reference and in-depth research on legal, corporate and other topics using online and print resources. Uses question and answer skills to conduct effective reference interviews. Distills research results into clear and concise reports of findings.Creates and maintains new business alert services that identify matters of interest to existing and potential clients. Creates and maintains current awareness alert services. Works independently and with the Knowledge Strategy (KS) team and selected practice areas to choose, collect, organize, maintain, and update content for practice area websites and databases. Provides attorneys with access to and encourages the effective use of internal and external knowledge resources. Disseminates knowledge resources via firm-wide intranet and databases to attorneys. Collaborates with practice group leaders and other attorneys to design effective KS websites and databases.Establishes relationships with attorneys to promote awareness of KS initiatives and to solicit their participation.Uses workflow software for the distribution and recording of research requests. Monitors email on firm-issued mobile devices while out of the office and during off hours and coordinates with staff in the Washington, DC and other offices to complete pending requests. Ensures continuity of Research & Knowledge Services operations during supervisor absences. QUALIFICATIONS:Expertise in using computer-based research tools including but not limited to: Lexis, Westlaw, Bloomberg, Intelligize, Securities Mosaic, Practical Law, Fastcase, PLI, Capital IQ, Deal Point Data. Advanced knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems. Proven ability in using WYSIWYG web page editors. Ability to handle multiple projects and shifting priorities.Please contact Angela Dzikowski at 800-262-0070.email: [adzikowski@prolibra.com](mailto:adzikowski@prolibra.com) .PRO LiBRA® Associates, Inc.We are an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or Expression.

## **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)

**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)

**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)

[Assistant/Associate Professor & Health Sciences Collections Librarian](#) / University of Illinois at Chicago,

University Library / Chicago, IL / Apply by **1/21**

[Conservator](#) / University of Illinois Library at Urbana-Champaign / Urbana, IL / Apply by **1/11**

**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)

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[Instructional Technology Librarian / Midway University / Midway, KY](#)

Other jobs

**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)

[UX Designer/Strategist / Booz Allen Hamilton Inc. / Fort Meade, 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)

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**[Executive Director](#) / Massachusetts Library System, Inc / either Marlborough or Northampton as well as commute throughout the state**

Other jobs

[Information Technology Coordinator](#) / Locke Lord LLP / Boston, MA

[Library System Coordinator](#) / University of Massachusetts Amherst Libraries / Amherst, MA

[Reference & Instruction Librarian](#) / University of Massachusetts / Boston MA / Apply by 12/31

## 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)

[Head of Special Collections Librarian](#) / Michigan State University / East Lansing, MI / Apply by 1/7

[Conservator Librarian](#) / Michigan State University / East Lansing, MI / Apply by 1/14

[Librarian in Residence for Engagement and Inclusion](#) / Western Michigan University / Kalamazoo, MI

[Part-time Circulation Clerk](#) / Mount Clemens Public Library / Mount Clemens, MI

[Part-time Library Page](#) / Mount Clemens Public Library / Mount Clemens, MI

[Part-time Teen Services Librarian](#) / Public Library of Westland / Westland, MI

[Part-time Youth Services Librarian](#) / Public Library of Westland / Westland, MI

[Map and Geospatial Data Librarian](#) / University of Michigan / Ann Arbor, MI / Apply by 1/1

[Part-time Librarian](#) / Sterling Heights Public Library / Sterling Heights, MI / Apply by 12/26

**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)

[Customer Due Diligence Analyst – Wealth Management](#) / US Bank / Minneapolis, MN  
[Youth Services Librarian I](#) / Rochester Public Library / Rochester, MN / Apply by **12/21**

**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)

[Librarian I & Librarian II](#) / Tipton Correctional Center / Tipton, MO  
[Assistant Branch Manager](#) / Oak Bend Branch, St. Louis County Library / St. Louis, MO  
[Insurance and Risk Due Diligence Project Manager - Private Equity](#) / Lockton / Saint Louis, 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)

**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)

### **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)

[Library Director](#) / Fayetteville Free Library / Fayetteville, NY / Apply by **1/11**  
[Technical Services Librarian](#) / Suffolk County Community College / Selden, NY  
[Library Evening Supervisor/Cataloger](#) / New York Chiropractic College / Seneca Falls, NY  
[One-Year, Temporary Public Services Librarian](#) / State University of New York Polytechnic Institute / Utica, NY  
[Technical Services Manager](#) -SUNY College of Environmental Science and Forestry Moon Library Syracuse

### **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)

[Collateral/Due Diligence Manager](#) / Royal Bank of Canada / New York, NY  
[Business/Financial Data Analyst](#) / LAC Group / New York, NY  
[UX Researcher](#) / MongoDB / New York City, NY

Assistant Librarian / Center for Fiction / New York, NY / Apply by **12/21** / Assistant Librarian, Center for Fiction, Part-time, 20 hours per week. The Center for Fiction, the only nonprofit literary organization in the U.S. solely dedicated to celebrating fiction, seeks an Assistant Librarian. The Assistant Librarian helps with daily running of the Center for Fiction's 70,000 volume library in our new building, located in downtown Brooklyn. Duties include opening /closing the library, collection maintenance, assisting patrons with reference requests and circulation, shelving, and cataloging. The Assistant Librarian also works with other Center staff as needed on events and special projects. In the absence of the Head Librarian, the Assistant Librarian will supervise library interns and oversee the daily work of the library. Customer-service interactions are a crucial part of the job. Hours include evenings and weekends. Previous library experience preferred. MLS preferred but advanced library school students welcome to apply. Salary commensurate with experience. Interested applicants send cover letter and resume by December 21, 2018 to [allison@centerforfiction.org](mailto:allison@centerforfiction.org).

## 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)

[Collections & Research Librarian for Humanities, Social Sciences, & Digital Media](#) / North Carolina State University / Raleigh, NC

[Due Diligence Consultant 2](#) / Wells Fargo / Charlotte, NC

[Instructional Electronic Resources Librarian](#) / Johnson C. Smith University / Charlotte, NC / Apply by 1/4

[Youth Services Librarian I](#) / Beaufort Hyde Martin Regional Library / Washington, NC / Apply by 1/15

[Director, Library Services](#) / Stanly Community College / Albemarle, NC / Apply by 12/20

[Appraisal Archivist](#) / NC Dept of Natural and Cultural Resources / Raleigh, NC / Apply by 12/31

[Technical Services/Collections Development Librarian](#) / Elizabeth City State University / Elizabeth City, NC / Apply by 12/27

[Archives Assistant](#) / UNC Charlotte / Charlotte, NC / Apply by 1/1

[Circulation Assistant](#) / May Memorial Library / Burlington, NC

[Collection Services Librarian](#) / Greensboro College / Greensboro, NC

[Fellow for Digital Curation and Scholarship in African American Studies](#) / University of North Carolina Greensboro

[Librarian](#) / University of North Carolina

[Collections Services Librarian](#) / Greensboro College / Greensboro, NC

[Community Digital Archivist](#) / Greensboro College / Greensboro, 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)

[Director of Programming and Youth Services](#) / Public Library of Youngstown and Mahoning County / Youngstown, OH

[Acquisitions & Access Librarian](#) / Miami University / Oxford, OH

### **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)

[State Librarian](#) / State Library of Oregon / Salem, OR / Apply by 12/16

### **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)

[Director of Library and Information Services and Professor of Law](#) / Drexel University – Thomas R. Kline School of Law / Philadelphia, PA / Apply by 1/10

[Outreach Services Coordinator](#) / Berks County Public Library System / Leesport, PA

[Digital Support Archivist, Special Collections Library \(Part Time\)](#) / Penn State University / University Park, PA

[Outreach Services Coordinator](#) / Berks County Public Library System / Leesport, 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)

**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)

**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)

[Transaction Services/Financial Due Diligence Manager](#) / BKD, LLP / Nashville, TN

## **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)

[Library Assistant \(Part-time\)](#) / City of San Antonio Library System / San Antonio, TX / **Apply by 12/18**

[Librarian I \(Children's – Part-time\)](#) / City of San Antonio Library System / San Antonio, TX / **Apply by 12/20**

[Digitization Assistant \(Part-time temporary\)](#) / Baylor University / Waco, TX

[Children's Services Librarian](#) / Harris County Library System / Houston, TX / **Apply by 12/21**

[Library Aide](#) / City of Corpus Christi Library System / San Antonio, TX / **Apply by 12/28**

[Library Specialist I](#) / Texas A&M University / College Station, TX

[Director of the University Library](#) / Our Lady of the Lake University / San Antonio, TX / **Apply by 12/31**

[Reference Librarian](#) / Locke Lord LLP / Dallas, TX

## **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)

[Clinical Services Librarian](#) / Eccles Health Sciences Library / Salt Lake City, UT

### **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)

[Collection Development Manager – CDM](#) / EBSCO / Richmond, VA

### **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)

[Data and Digital Scholarship Librarian](#) / University of Washington Tacoma Library / Tacoma, WA / Apply  
by **12/31**

### **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)

### **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)

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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)

### **Manitoba**

*to find more sites to job hunt at check out INALJ Manitoba home page:*

[http://inalj.com/?page\\_id=5934](http://inalj.com/?page_id=5934)

**New Brunswick**

*to find more sites to job hunt at check out INALJ New Brunswick home page:*

[http://inalj.com/?page\\_id=5935](http://inalj.com/?page_id=5935)

**Newfoundland & Labrador**

*to find more sites to job hunt at check out INALJ Newfoundland & Labrador home page:*

[http://inalj.com/?page\\_id=5939](http://inalj.com/?page_id=5939)

**Northwest Territories, Nunavut & Yukon**

*to find more sites to job hunt at check out INALJ NWT, Nunavut & Yukon home page:*

[http://inalj.com/?page\\_id=102592](http://inalj.com/?page_id=102592)

**Nova Scotia & PEI**

*to find more sites to job hunt at check out INALJ Nova Scotia & Prince Edward Island home page:*

[http://inalj.com/?page\\_id=5941](http://inalj.com/?page_id=5941)

**Ontario**

*to find more sites to job hunt at check out INALJ Ontario home page:*

[http://inalj.com/?page\\_id=57040](http://inalj.com/?page_id=57040)

## **Quebec**

*to find more sites to job hunt at check out INALJ Quebec home page:*

[http://inalj.com/?page\\_id=5945](http://inalj.com/?page_id=5945)

## **Saskatchewan**

*to find more sites to job hunt at check out INALJ Saskatchewan home page:*

[http://inalj.com/?page\\_id=5946](http://inalj.com/?page_id=5946)

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## **UK & Ireland**

### **Ireland**

*to find more sites to job hunt at check out INALJ Ireland home page:*

[http://inalj.com/?page\\_id=7707](http://inalj.com/?page_id=7707)

### **UK**

*to find more sites to job hunt at check out INALJ UK home page:*

[http://inalj.com/?page\\_id=77527](http://inalj.com/?page_id=77527)

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## **International (other countries)**

### **International**

to find more sites to job hunt at check out INALJ International home page:  
[http://inalj.com/?page\\_id=8008](http://inalj.com/?page_id=8008)

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[Dean – University Library 103084](#)) / The American University in Cairo / Cairo, Egypt