

2019 INALJ Jobs

Naomi House

James Adams, Content Managing Editor

Aisha Conner-Gaten, Content Editor- Submissions Formatter

1.9.2019

Issue 6.19

Sponsored jobs *USA jobs *Canada jobs *International jobs

SPONSORED

[Branch Manager \(Heritage\)](#) / Yuma County Libraries / Yuma, AZ

[Dean of Library Services](#) / The University of Northern Iowa's Rod Library / Cedar Falls, IA/
Full Consideration Date **2/11**

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

USA

USA – Virtual Work

to find more sites to job hunt at in the virtual sphere check out [INALJ Telework –Virtual home page](#):

Alabama

to find more sites to job hunt at in AL check out [INALJ Alabama home page](#):

Alaska

to find more sites to job hunt at in AK check out [INALJ Alaska home page](#):

Arizona

to find more sites to job hunt at in AZ check out [INALJ Arizona home page](#):

Sponsored

[Branch Manager \(Heritage\) / Yuma County Libraries / Yuma, AZ](#)

Arkansas

to find more sites to job hunt at in AR check out [INALJ Arkansas home page](#):

California

to find more sites to job hunt at in CA check out [INALJ California home page](#):

Colorado

to find more sites to job hunt at in CO check out [INALJ Colorado home page](#):

Connecticut

to find more sites to job hunt at in CT check out [INALJ Connecticut home page](#):

DC (Washington, DC)

to find more sites to job hunt at in DC check out [INALJ DC home page](#):

[Part-time Media Resources Assistant](#) / LAC Group / Washington, D.C.

Temporary Knowledge Management Specialist / World Bank / Washington, D.C. / Terms of Reference
Short Term Consultant (STC) Knowledge Management (KM) Specialist Content Manager / Information

Architect.Context:Knowledge generated through its operations is a strategic asset for the World Bank. The newly created Knowledge Management (KM) unit in DECKM is working to build a cohesive KM program at the Bank to bring value to operational staff. To move toward an optimal state of knowledge sharing across the Bank, a KM Action Plan was developed and endorsed by the Board and is now in its implementation phase. The Action Plan consists of various initiatives aligned to the core elements of KM: people, processes, content, and technology. Its goal is to create a knowledge ecosystem at the Bank which ultimately increases development impact. Focusing on the content component, the KM team needs to ensure that the content management and information architecture is in place to serve the other three elements. This includes considerations around taxonomies, ontologies, metadata, and other information structure elements critical to enabling the holistic KM agenda. This means undertaking content analysis, knowledge mapping, consulting with end-users around how they manage their content, etc. Many key FY19 deliverables of the KM Action Plan rely on a solid content management and information infrastructure to be in place. To ensure that progress is maintained within these initiatives, DECKM is seeking the support of an experienced KM content management / information architect with strong understanding of the World Bank. This STC will work under the guidance of the DECKM KM Program Lead (PL), KM Technology Lead and other key members of the KM team. Scope of Work:The STC is expected to provide hands-on support with the design and rollout of content management and information architecture solutions supporting the KM Action Plan's implementation. The STC should offer deep expertise in translating strategic requirements into collaborative processes for development of practical knowledge management solutions. Effective engagement with end clients and key stakeholders is a critical factor for development of demand-based KM products. Based on the results of these engagements, the STC should then be able to design information architecture solutions, matching the objectives of the KM AP with the reality of the situation (based on current technologies). In this, the STC should collaborate with the KM team members on how to best manage the next steps needed to move the initiative forward, and continuously work closely with users and key stakeholders in order to ensure that the products under development are in line with the stated objectives and actual user needs. This requires a deep understanding of KM principles, stakeholder management, project management and the development life cycle. The STC's strong background in KM – enhanced by a library science exposure – will enable him / her to intuitively understand the need for integrating the various Action Items underway (including those beyond this assignment scope). His/her experience will provide support and assistance to the KM PL in ensuring not only the timely and sequential implementation of next steps, but sufficient outreach is achieved to maximize impact. Many of the related Action Plan items have already started and will require the STC to immediately pick- up on specific tasks already underway. All work is currently focused on serving Operations and therefore, a strong understanding and exposure of Operations' work will allow the STC to flag specific elements to ensure that the approach and communication component matches the reality on the ground. Deliverables:The consultant is expected to deliver on the work outlined as agreed with the KM PL and other key KM team members in the areas of: Content management and information architecture, Assist in developing a content strategy, content management, content analytics, content collections and workflow, adoption, and culture change, Assist in inventory, audit, governance, and content matrix in line with the work action underway,Assist in designing organization, categorization, structure, and workflow for new (and existing) intranet presences (internal-facing) using taxonomy, ontology, and other core content management principles ,Define content and functional requirements for pages or content components for internal user sites, including unit and cross-Bank solutions , Recommend structural components, messaging, source content, maintenance requirements for site, Participate in user acceptance testing as needed ,Develop regular metric reports on usage of key information and other portals,Liaise between ITS and business to coordinate content efforts ,Support development of the governance framework for content ,Assist in streamlining metadata across platforms , Contribute to Content Strategy community site.Organizational Setting:The STC will work onsite at World Bank Headquarters in Washington DC. Experience and Competencies:The short-term consultant should have the following profile: Master's degree in knowledge management, information management, business solutions, IT and / or other related areas with a minimum of 5 years of relevant work experience or a Bachelor's with at least 8 years of relevant work experience (previous experience in professional consulting is preferable); Demonstrates a deep understanding of content management (CM) and information architecture as a basis upon which practical and beneficial knowledge sharing can occur,

including taxonomy, ontology, semantic analyses, and other CM tools and means; Demonstrates solid knowledge of issues and developments in the Knowledge Management arena, particularly around aligning user experience, clients' needs and sustainable knowledge solutions; Demonstrates ability to think strategically and rapidly analyze diverse information from varied sources, which require strong analytical and interpretive skills to recognize and comprehend complex issues, policies, regulatory requirements and information impacting the Bank's environment; Excellent communication skills in English; Effective interpersonal skills, with demonstrated ability to engage stakeholders and other stakeholders; Proven capability to deliver quality results on time, and demonstrate quality in work products; Applicants must be confident, persuasive, and able to communicate complex ideas in simple terms; Works well with people, a real team player; Work experience in international development and multilateral organizations is a plus. contract Duration: The assignment will start as soon as possible and will end on June 28, 2019 for 130 days. How to Apply: Send the following to Patrick Burkhalter, DECKM Knowledge Management Program Lead, pburkhalter@worldbank.org : Resume; A brief (500 words max) description of how the STC matches the requirements above including: A clear description of how he / she has implemented KM and content / business solutions in either the WB or other organizations; o Overview of previous relevant experience outside the Bank; and o His / her driving motivation in applying for this role; Three references from previous clients.

Delaware

to find more sites to job hunt at in DE check out [INALJ Delaware home page](#):

Florida

to find more sites to job hunt at in FL check out [INALJ Florida home page](#):

Georgia

to find more sites to job hunt at in GA check out [INALJ Georgia home page](#):

[Library Director and Assistant Professor](#) / LaGrange College / LaGrange, GA

Hawaii

to find more sites to job hunt at in HI check out [INALJ Hawaii home page](#):

Idaho

to find more sites to job hunt at in ID check out [INALJ Idaho home page](#):

Illinois

to find more sites to job hunt at in IL check out [INALJ Illinois home page](#):

Indiana

to find more sites to job hunt at in IN check out [INALJ Indiana home page](#):

Iowa

to find more sites to job hunt at in IA check out [INALJ Iowa home page](#):

Sponsored

**[Dean of Library Services](#) / The University of Northern Iowa's Rod Library / Cedar Falls, IA/
Full Consideration Date **2/11****

Other jobs

Kansas

to find more sites to job hunt at in KS check out [INALJ Kansas home page](#):

Kentucky

to find more sites to job hunt at in KY check out [INALJ Kentucky home page](#):

[Director of Library Services](#) / University of Pikeville / Pikeville, KY

Louisiana

to find more sites to job hunt at in LA check out [INALJ Louisiana home page](#):

Maine

to find more sites to job hunt at in ME check out [INALJ Maine home page](#):

Maryland

to find more sites to job hunt at in MD check out [INALJ Maryland home page](#):

Massachusetts

to find more sites to job hunt at in MA check out [INALJ Massachusetts home page](#):

[Executive Director, Library & Learning](#) / Emerson College / Boston, MA

Michigan

to find more sites to job hunt at in MI check out [INALJ Michigan home page](#):

[Media Specialist](#) / Ann Arbor Public Schools / Ann Arbor, MI

[Circulation Assistant](#) / Detroit Mercy School of Law / Detroit, MI

[Part-time Operations Assistant](#) / Baldwin Public Library / Birmingham, MI

Minnesota

to find more sites to job hunt at in MN check out [INALJ Minnesota home page](#):

Mississippi

to find more sites to job hunt at in MS check out [INALJ Mississippi home page](#):

Missouri

to find more sites to job hunt at in MO check out [INALJ Missouri home page](#):

Montana

to find more sites to job hunt at in MT check out [INALJ Montana home page](#):

Nebraska

to find more sites to job hunt at in NE check out [INALJ Nebraska home page](#):

[Head of Content and Collections](#) / University of Nebraska / Lincoln, NE

[Outreach Archivist](#) / University of Nebraska / Lincoln, NE

Nevada

to find more sites to job hunt at in NV check out [INALJ Nevada home page](#):

New Hampshire

to find more sites to job hunt at in NH check out [INALJ New Hampshire home page](#):

New Jersey

to find more sites to job hunt at in NJ check out [INALJ New Jersey home page](#):

New Mexico

to find more sites to job hunt at in NM check out [INALJ New Mexico home page](#):

New York (state)

to find more sites to job hunt at in NY check out [INALJ NY State home page](#):

Assistant Library Director III / Haverstraw King's Daughters Public Library / Garnerville, NY / Apply by 2/8 / The Haverstraw King's Daughters Public Library welcomes candidates to apply for the position of Assistant Library Director III. We are looking for a friendly, dynamic, community-focused individual to join our team. HKDPL has two locations and serves a diverse community of over 36,000 in Rockland County, NY. Responsibilities include: Develop opportunities to establish and broaden community engagement, Lead the library's efforts in the Sustainable Library Certification Program, participate in the planning, implementation and evaluation of new and existing library services, Attend and provide professional development opportunities, Assist with human resources functions, including but not limited to recruiting, training and supervision of employees, Supervise the library during the director's absence. Qualifications: New York State Public Librarian Certification, Graduate library degree from an ALA-accredited program (MLS, MLIS, MSLS, MI, LIS, etc.), 3 years of supervisory experience in a public library, Excellent communication and inter-personal skills. Note: This is a civil service position. Permanent appointment to the position is dependent upon the candidate's rating on a Training & Experience Questionnaire provided by the Rockland County Department of Personnel. Send cover letter and resume to Claudia Depkin at cdepkin@rcls.org by February 8, 2019.

Assistant Digital Literacy Coordinator / Queens Library / Jamaica, NY / Assistant Digital Literacy Coordinator, Queens Library. DUTIES AND RESPONSIBILITIES: The Assistant Digital Literacy Coordinator will assist the Digital Literacy Coordinator with technology training and digital literacy initiatives system-wide and act as the on-site supervisor for Queensbridge (QB) Tech Lab to provide technology training for all age groups. Oversees the implementation of standardized computer class offerings, including the development of the curriculum, instructional materials and assessment tools at Queensbridge (QB) Tech Lab. Liaises and provides support to customers and various departments to ensure that the Queensbridge Tech Lab is leading the field in quality of technology training and outcomes. Establishes and monitors program standards and performs ongoing analysis of community needs. Ensures that technology training offerings and programs are consistent and high quality. Responsibilities also include analyzing the availability of technology resources at the Queensbridge Tech Lab and advocating for appropriate equipment and resources for Computer Literacy Instructors and other technology training staff. Conducts outreach to the technology sector in Queens, especially the Long Island City region, with the intent of bringing customers into the library and building partnerships to offer more advanced technology training. Supervises QB Tech Lab staff and interns, including orientation, training, monitoring and tracking progress. Devises and implements evaluation procedures for hourly employees. Liaises with external organizations providing interns, including evaluating and monitoring intern performance and progress. Sets schedules for staff based on community needs and training calendars. Develops, maintains and updates the strategic plan for technology training at QB Tech Lab, including strategies for responding to changing demands through the systematic assessment of space, equipment and staffing resources. Establishes and monitors program standards for technology trainings at the Queensbridge Tech Lab and Job & Business Academy (JBA). Establishes standard processes and procedures for marketing and evaluation of technology trainings. Acts as subject matter expert, liaison and support to JBA and other Library staff for technology instruction. Standardizes computer class offerings at the QB Tech Lab and for JBA through the development of curriculum & materials. Researches and evaluates new and emerging technologies. Works with the Digital Literacy Coordinator, Customer Service Specialists and JBA to ensure that standardized system-wide computer classes allow customers to develop the skills to enter JBA's intermediate and advanced technology training classes. Works with ITD to eliminate technological barriers to new types of training. Ensures that all technology training programs are tracked and evaluated, including customer attendance and outcomes. Establishes core competencies for technology training. Works with the Training and Development Department to schedule and offer relevant technology workshops for staff. Oversees implementation and ongoing provision of grant-funded services at QB Tech Lab. Manages grant and operating budgets; revises and monitors budgets to meet current library needs and all funding guidelines. Works closely with the Digital Literacy Coordinator and Queens Library Foundation to apply for various funding opportunities. Assists with implementation of technology-related grants in other Adult Learning divisions or Community Libraries. Ensures that all services offered at QB Tech are tracked, monitored and evaluated. Prepares regular

reports, including grant and customer milestones. Prepares analyses, reports, projections and evaluations of technology training services. Coordinates marketing and promotional materials for QB Tech Lab with the Marketing Department. Serves as overall point person for development of referral partnerships with organizations providing complementary services to Queens Library customers, especially at Queensbridge Tech Lab. Holds regular meetings with community stakeholders to assess community needs and plan services. Participates in outreach activities with special attention paid to continuously developing and refining the library's technology training services. Performs other duties as required. **REQUIRED QUALIFICATIONS:** Bachelor's Degree required. Three (3) years of experience in technology training required. Two (2) years of supervisory experience required. Must have four (4) years of experience providing excellent customer service to a high volume of customers. Must possess demonstrated public speaking ability. Strong organizational and management skills and the ability to multi-task. Self-motivated and able to work efficiently and effectively under pressure. Excellent communication and interpersonal skills. Demonstrated initiative and the ability to see a project through from inception to completion. Strong networking, facilitation and outreach skills. Advanced computer proficiency, including MS Office (Word, Excel and PowerPoint). **PREFERRED QUALIFICATIONS:** Master's Degree preferred. Project management experience preferred. **ABOUT QUEENS LIBRARY:** Queens Library is a national and international leader in the delivery of public library service. Innovation and leadership are the hall marks of Queens Library. Our mission is to meet the needs of the community by offering lifelong learning opportunities and ensuring there is a positive impact in the community. Queens Library fulfills its goals by embracing innovation and change. With a history of offering pioneering programs that meet the diverse needs of the most diverse county in the US, Queens Library is a place where innovation and leaders are welcomed. Queens Library a private, non-profit corporation located in Queens, New York and includes 65 service locations with 1,700 employees. Queens Library is the proud recipient of the following awards: 2009 Library Journal, Library of the Year, 2014 ALA/Information Today, Library of the Future, 2013 ULC Top Innovators, 2013 American-Architect's Building of the Year (Queens Library at Glen Oaks). **TO APPLY:** Please email your resume and cover letter to: QLcareers@queenslibrary.org and reference "Assistant Digital Literacy Coordinator – QLWEB" in the subject line. Resumes will only be accepted by email. The Queens Library is an Equal Opportunity Employer.

NYC

to find more sites to job hunt at in NYC check out [INALJ New York City home page](#):

North Carolina

to find more sites to job hunt at in NC check out [INALJ North Carolina home page](#):

[Library Director](#) / Davidson County Public Libraries / Lexington, NC

[Library Assistant Part Time](#) / Lincoln County Public Library / Lincolnton, NC

[Youth Services Coordinator](#) / Lincoln County Public Library / Lincolnton, NC

[Web and Online Media Manager](#) / UNC-TV / Research Triangle Park, NC

[Information Services Associate](#) / Braswell Memorial Public Library / Rocky Mount, NC

North Dakota

to find more sites to job hunt at in ND check out [INALJ North Dakota home page](#):

Ohio

to find more sites to job hunt at in OH check out [INALJ Ohio home page](#):

[Director](#) / Ritter Public Library / Vermilion, OH / Apply by **2/15**

Oklahoma

to find more sites to job hunt at in OK check out [INALJ Oklahoma home page](#):

Oregon

to find more sites to job hunt at in OR check out [INALJ Oregon home page](#):

[Director of Collection Services](#) / Reed College / Portland, OR

Pennsylvania

to find more sites to job hunt at in PA check out [INALJ Pennsylvania home page](#):

[Engineering Instruction Librarian](#) / Penn State University Libraries / University Park, PA / Apply by **2/1**

[Scholarly Communications Assistant](#) / Temple University / Philadelphia, PA

[Project Assistant \(Part Time\)](#) / Temple University / Philadelphia, PA

[Knowledge Manager](#) / TotalMed Staffing / Philadelphia, PA

[School Library Media Specialist](#) / Carney, Sandoe & Associates / Philadelphia, PA

[Digital Archivist](#) / Swarthmore College / Swarthmore, PA
[Library Circulation Assistant \(Part Time\)](#) / Lancaster Public Library / Lancaster, PA
[Part-Time Library Staff Assistant](#) / Penn State University / University Park, PA
[Part-Time \(Hourly\) Library Assistant](#) / Holt Memorial Library / Philipsburg, PA
[Part-time Circulation Assistant](#) / Phoenixville Public Library / Phoenixville, PA
[Executive Director of Development, College of Computing and Informatics](#) / Drexel University / Philadelphia, PA / Apply by **2/1**

Puerto Rico

to find more sites to job hunt at in PR check out [INALJ Puerto Rico home page](#):

Rhode Island

to find more sites to job hunt at in RI check out [INALJ Rhode Island home page](#):

South Carolina

to find more sites to job hunt at in SC check out [INALJ South Carolina home page](#):

South Dakota

to find more sites to job hunt at in SD check out [INALJ South Dakota home page](#):

Tennessee

to find more sites to job hunt at in TN check out [INALJ Tennessee home page](#):

Texas

to find more sites to job hunt at in TX check out [INALJ Texas home page](#):

[Library Specialist I](#) / Texas A&M University – San Antonio / San Antonio, TX
[Branch Manager](#) / Harris County Library System / Houston, TX / **Apply by 2/7**

Utah

to find more sites to job hunt at in UT check out [INALJ Utah home page](#):

Vermont

to find more sites to job hunt at in VT check out [INALJ Vermont home page](#):

Virginia

to find more sites to job hunt at in VA check out [INALJ Virginia home page](#):

[Public Services Coordinator](#) / Henrico County Public Library / Henrico, VA
[Library Collections Strategist](#) / University of Virginia / Charlottesville, VA
[Head Librarian](#) / LAC Group / Dahlgren, VA

Washington

to find more sites to job hunt at in WA check out [INALJ Washington home page](#):

[Tenure-Track Reference Librarian Instructor](#) / Highline College / Des Moines, WA / Apply by **2/8**
[Data and Digital Scholarship Librarian](#) / University of Washington Libraries / Tacoma, WA / Apply by **3/18**

West Virginia

to find more sites to job hunt at in WV check out [INALJ West Virginia home page](#):

Wisconsin

to find more sites to job hunt at in WI check out [INALJ Wisconsin home page](#):

Library Director / Walter E. Olson Memorial Library / Eagle River, WI / Due to an upcoming retirement, the Walter E. Olson Memorial Library, a joint municipality public library located in Eagle River, Wisconsin, is seeking a forward-looking and collaborative professional with strong leadership and managerial skills. This challenging and rewarding position will allow you to work with six communities, develop marketing strategies and partner with area community groups and businesses. Located in northeastern Wisconsin, we serve 9,634 patrons who live in Vilas County's communities of the townships of Lincoln, Washington, Conover, Cloverland, St. Germain and the City of Eagle River. We recently completed a \$2.7 million renovation and expansion project, designed by award-winning OPN Architects. The library has an annual circulation of over 75,000 and a 2018 Library budget of over \$240,000. Eagle River is a vibrant community with a diverse economy, quality health care and excellent public services and schools. The library community is close to an abundance of lakes and recreational opportunities. Duties of the Library Director include overseeing all aspects of library operations and services, 2 FTE employees, and over 30 volunteers. Desirable candidate skills include effective board relations, budget planning, grant writing, knowledge of library technologies, knowledge of Wisconsin library law, management and reporting, facilities management, and working with the municipality staffs and communities. The Director reports to the Library's nine-member Board of Trustees. See the Position Description (www.olsonlibrary.org/about) for a complete list of responsibilities and duties. Applicants must have a four-year undergraduate degree in any field and qualify to enroll in an online Master of Arts in Library Science or Information Studies (MLS) from an ALA-accredited School within 3 months of employment. Scholarship funds may be awarded to pre-MLS candidate. Mentoring by the titular Director is required until a candidate (acting as Assistant Director) is eligible to receive a Grade 1 Wisconsin Librarian certification. Preferred candidates are currently enrolled or have MLS degree from an American Library Association (ALA)-accredited school. Applications will also be accepted from applicants who qualify for State of Wisconsin Temporary Grade 1 Certification. The successful candidate will possess a strong public service orientation, commitment to the needs of the community, strong organizational and project management skills, excellent interpersonal, communication and presentation skills and a strong technology background. Preferred candidates: 1.) have some experience working in a library i.e. as a volunteer, page, library assistant, or part of an internship or graduate school project or 2.) have been an exceptional employee (i.e. dynamic, passionate, improvement-oriented person) who is seeking an opportunity to take on new challenges, to work autonomously, and desires job advancement. The minimum hiring salary is \$45,000, depending upon qualifications and experience. This full-time position includes paid vacation, sick time, retirement contribution, paid holidays and support for professional activities. Matching funds may be offered for individual health insurance and/or scholarship, if needed. Deadline for Submission: Interviews will be held as desirable applications are received until position is filled. Send cover letter, resume, proof of eligibility for State certification, and list of three professional references to: olsonlibraryapp@gmail.com, with the

subject line: Library Director Search. Applications may be mailed to: Walter E. Olson Memorial Library
c/o Jone Davis, Personnel Committee, Board of Trustees, P.O. Box 69, 203 N. Main St., Eagle River, WI
54521. *The Walter E. Olson Memorial Library is an Equal Opportunity Employer.*

Wyoming

to find more sites to job hunt at in WY check out [INALJ Wyoming home page](#):

CANADA

Alberta

to find more sites to job hunt at check out [INALJ Alberta home page](#):

British Columbia

to find more sites to job hunt at check out [INALJ British Columbia home page](#):

Manitoba

to find more sites to job hunt at check out [INALJ Manitoba home page](#):

New Brunswick

to find more sites to job hunt at check out [INALJ New Brunswick home page](#):

Young Adult and Adult Services Librarian / Mgr. W.J. Conway Public Library, New Brunswick Library Service / Edmundston, New Brunswick, Canada / 2/2 / NEW BRUNSWICK PUBLIC LIBRARY SERVICE, Mgr W.J. Conway Public Library, Young Adult and Adult Services Librarian, Casual Opportunity (up to one year), Edmundston, Full-Time. New Brunswick Public Library Service (NBPLS) is searching for a creative and dynamic individual with demonstrated enthusiasm towards the mission of public libraries for the casual opportunity of Young Adult and Adult Services Librarian at the Mgr W.J. Conway Public Library in Edmundston. As a member of the library team, the Young Adult and Adult Services Librarian participates in the development, provision, and evaluation of library service for adults and young adults the library and in the region. The successful candidate will provide library service to adults and young adults by: planning, promoting, delivering and evaluating library programs and services, including outreach initiatives and services for special needs populations; assisting in delegating tasks and in assessing the work of employees in the Children's service unit; providing reader's advisory and complex level reference service through traditional and electronic resources; orienting and assisting patrons in information technology and information literacy; engaging in public, community and media relations; conducting research, writing reports and compiling statistics; participating in the management of collections for the library and the region; shelving of materials and shelf reading; participating in providing circulation services; and completing other duties as assigned. The following operational requirements are also required: This position requires travel as well as daytime, evening and weekend shifts (based on work schedules). Prior to appointment, the successful candidate will be required to obtain a criminal record check for work with the vulnerable sector. Candidates must possess a Masters degree in Library and/or Information Studies from an American Library Association accredited program. Experience using e-mail, the Internet and MS-Word is necessary. The successful candidate will demonstrate initiative and an ability to work both independently and in a team environment. Strong interpersonal, organizational and communication skills are essential. Written and spoken competence in English and French is required. Please state your language capability. Salary: \$1,687 to \$2,358 bi-weekly. The deadline for applications is: February 2, 2019. We thank all those who apply however only those selected for further consideration will be contacted. We promote a scent-reduced environment. We are an Equal Opportunity Employer. Please submit your application (letter and up to date curriculum vitae) and certificate confirming completion of the level of education required (copy) by e-mail, mail or fax to the attention of the Administrative Assistant at the address indicated below. Postal Address: Administrative Assistant, HSJ Regional Office, 15 de l'Église Street, Suite 102, Edmundston, NB, E3V 1J3, Fax: (506) 735-2193, Email: NBPLS-SBPNB.HSJ@gnb.ca.

Newfoundland & Labrador

to find more sites to job hunt at check out [INALJ Newfoundland & Labrador home page](#):

Northwest Territories, Nunavut & Yukon

to find more sites to job hunt at check out [INALJ NWT, Nunavut & Yukon home page](#):

Nova Scotia & PEI

to find more sites to job hunt at check out [INALJ Nova Scotia & Prince Edward Island home page:](#)

Ontario

to find more sites to job hunt at check out [INALJ Ontario home page:](#)

Quebec

to find more sites to job hunt at check out [INALJ Quebec home page:](#)

Saskatchewan

to find more sites to job hunt at check out [INALJ Saskatchewan home page:](#)

UK & Ireland

Ireland

to find more sites to job hunt at check out [INALJ Ireland home page:](#)

UK

to find more sites to job hunt at check out [INALJ UK home page:](#)

International (other countries)

International

to find more sites to job hunt at check out [INALJ International home page](#):

Sponsored

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

Other jobs