

2019 INALJ Jobs

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Issue 49 (includes all of 48)

Sponsored jobs *USA jobs *Canada jobs *International jobs

SPONSORED

[Cataloging and Electronic Resource Management Assistant Librarian](#) / California State University, Chico / Review of applications will begin **3/25**

[Library Learning Resources Center Director](#) / Belle Glade/ Loxahatchee Groves Campus / Palm Beach State College / Belle Glade/ Loxahatchee Groves, FL

[Children's Librarian](#) / Normal Public Library / Normal, IL

[Business & Data Reference Librarian, Assistant or Associate Professor](#) / Southern Illinois University Edwardsville / Edwardsville, IL / Apply by **3/22**

[Scholarly Communications Librarian, Assistant or Associate Professor](#) / Southern Illinois University Edwardsville / Edwardsville, IL / Apply by **3/22**

[Metadata Librarian](#) / Bates College / Lewiston, ME

[Library Director](#) / SUNY Maritime College / Throggs Neck- Bronx, NYC

USA

USA – Virtual Work

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

[Digital Cataloging and Review/History Internship](#) / Theodore Roosevelt Center at Dickinson State University / Apply by **4/1**

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](#):

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](#):

Sponsored

[Cataloging and Electronic Resource Management Assistant Librarian](#) / California State University, Chico / Review of applications will begin **3/25**

Other Jobs

[Competitive Intelligence Analyst](#) / Alteryx Irvine, CA

[Librarian](#) / Sonoma State University / Rohnert Park, Ca / Apply by **4/12**

[Collections & Metadata Librarian](#) / University of California, Davis / Davis, CA / Apply by **4/15**

[User Researcher](#) / Kaiser Permanente / Pasadena, CA

[Library Assistant](#) / Cypress College / Cypress, CA / Apply by **3/29**

[Librarian](#) / National City Library / National City, CA

[Library Administrator](#) / Beverly Hills Public Library / Beverly Hills, CA / Apply by **4/12**

[Online Learning Librarian](#) / Tenure-Track Pollak Library at California State University Fullerton

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](#):

[YOUmedia Coordinator](#) - Hartford Public Library
[Electronic Resources Librarian](#) - Hartford Public Library
[Children's Services Librarian/](#) West Hartford Libraries
[Head of Youth Services](#) - Plainville Public Library
[Part-Time Children's Program Assistant](#) - The Brookfield Library
[Full-Time Youth Services Librarian](#) - The Brookfield Library
[Library Circulation Assistant, Part-Time](#) - Town of Tolland

DC (Washington, DC)

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

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](#):

Sponsored

[Library Learning Resources Center Director / Belle Glade/ Loxahatchee Groves Campus / Palm Beach State College / Belle Glade/ Loxahatchee Groves, FL](#)

Other jobs

[Library Services Analyst - 123070](#) University of West Florida - UWF Tallahassee, FL
[Allen Music Library Collection Management Librarian](#) / Florida State University / Tallahassee FL

Georgia

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

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](#):

Sponsored

[Children's Librarian](#) / Normal Public Library / Normal, IL

[Business & Data Reference Librarian, Assistant or Associate Professor](#) / Southern Illinois University Edwardsville / Edwardsville, IL / Apply by **3/22**

[Scholarly Communications Librarian, Assistant or Associate Professor](#) / Southern Illinois University Edwardsville / Edwardsville, IL / Apply by **3/22**

Other jobs

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](#):

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](#):

[Knowledge Manager](#) American Printing House for the Blind Louisville, 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](#):

Sponsored

[Metadata Librarian](#) / Bates College / Lewiston, ME

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](#):

[Teen Services Librarian \(FT\)](#)/Springfield City Library/Springfield, MA/Apply by 3/21

Michigan

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

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](#):

[Youth Services Paraprofessional](#) - Corporate Parkway Branch The St. Charles City-County Library
3/18

[IT Support Specialist - Administrative Office](#) The St. Charles City-County Library 3/18

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](#):

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](#):

[Library Director](#) – George Holmes Bixby Memorial Library (Francestown, NH)

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](#):

[Substitute Part-Time Librarians](#) / Ossining Public Library / Ossining, NY

[Library Assistant \(Part-Time Weeknights/Saturdays\)](#) / Munson-Williams-Proctor Arts Institute / Utica, NY

[Electronic Resources Librarian](#) / Stony Brook University / Stony Brook, NY / Apply by 4/6

[Young Adult Program Coordinator](#) / Pawling Library / Pawling, NY / Apply by 4/2

[Head of Youth and Adult Programs](#) / Olean Public Library / Olean, NY / Apply by 4/1

[Substitute Saturday/Sunday Librarian](#) / Warner Library / Tarrytown, NY

[Full-Time Resource Sharing Librarian](#) / SUNY Old Westbury / Old Westbury, NY / Apply by 4/5

[Part-Time Circulation Supervisor](#) / SUNY Old Westbury / Old Westbury, NY / Apply by 4/5

[Librarian I – Full-Time](#) / Niagara Falls Public Library / Niagara Falls, NY / Apply by 3/26

Part-Time Youth Services Librarian / Dobbs Ferry Public Library / Dobbs Ferry, NY / The Dobbs Ferry Public Library is seeking a part-time Youth Services Librarian to work with our students in grades 3 through 12. Use your love of YA reading and programming to reach out to the youth in our community. Interest and experience in technology and STEM skills and/or artistic skill in creating promotional materials highly desirable. Lead our Battle of the Books Teams to victory! Work with an engaged,

enthusiastic group of co-workers who take great pride in providing excellent customer service to our patrons.

Duties will include reference desk coverage, YA collection development and programming for upper elementary, middle and high school students. Minimum Qualifications: Masters degree in Librarianship from a library school that is accredited by the American Library Association. Preference will be given to candidates with specialty in Youth library services. This is an entry-level position for library school graduates or those graduating in May 2019. Hours include two afternoons per week and alternating weekends. Starting salary range is \$19.50 - \$22.25 per hour, based on experience.

Please submit a resume with references to: Elizabeth Hobson, Director Dobbs Ferry Public Library
ehobson@wlsmail.org

Reference Librarian Part-Time / Maria College / Albany, NY / Position Summary: Following practices and procedures acquired through advanced study, administer library materials; assist library patrons with conducting research across a variety of media; design and deliver library instruction and information literacy classes; lend books and other materials; classify and organize new materials; shelve returned materials; ensure coverage of the reference desk. Job Duties, Responsibilities, and Tasks: Provide reference services through print and electronic information sources to students, faculty and other library users in-person, via telephone, electronically, through video conferencing and through other library collections. Design, develop, provide and evaluate training and instruction for library users regarding the effective use of the library, including location of materials, use of the catalog, use of computers to access information, and the use of basic reference sources. Instruction will include library orientation programs, bibliographic instructions, formats for writing academic papers, etc. and may be provided in a classroom setting or the library itself. Serve as a library liaison to academic departments. Provide support and instruction for library users as necessary in all areas of the library, including the print collection, electronic resources (including assisting students with computer usage), and all other library services. Promote library services to the College community; meet with faculty to develop and refine library-based assignments, assist with managing and updating the library's website. As requested, create, maintain and release library newsletters and calendars, posting on the website and distributing via email. Process library items for shelving by adding spine labels and book pockets, classify and organize new materials, shelve returned materials. Provide cataloging services for print and other library collections utilizing the on-line circulation database. Assist in maintaining the circulation system. As requested, create written instructions on data base methodology and provide training to others on the library staff. Create and provide informational reports. As requested, catalog the Library Archives, Special Collection and New York Heritage Digital Collection utilizing other circulation databases. Assist with collection development by making recommendations for additional materials to the Library Director. Assist with collection inventory by reclassification of materials, deletions and additions; searching for missing items, and deleting weeded materials. As a member of the library's professional staff, assist with effective, efficient and professional library operation by actively pursuing and providing procedural improvement recommendations as necessary, and evaluating and making recommendations concerning the selection and implementation of new technologies to enhance reference services and library instruction. Staff the circulation desk; answer questions received via telephone; read and respond to emails, check books in and out; hold and/or distribute reserve material as necessary; process outgoing interlibrary loans. Provide a variety of administrative support functions including ensuring that copier and printers have adequate paper, filling, fixing paper jams, reloading ink cartridges; assisting students with basic computer issues. Keep abreast of changes in the field and make contributions to professional literature, activities of the professional organizations and/ or scholarly developments in the areas of reference, library instruction, and instructional technology. Provide library coverage in the absence of the Library Director or other librarians. As requested, organize weekend newspapers; collect from the general office, distribute as appropriate and/or display. Job Specifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education and/or Experience: Master's degree in library science or library and information science is required; additional graduate degree in an academic discipline is desirable.

Position requires two years' experience in an academic library performing reference library tasks, experience in a college-level library is preferred.

Certificates, Licenses, Registrations: Membership in local or national professional library organizations is required. Skills: Position requires exemplary interpersonal skills to interface with students, faculty and other library users as well as outside library associations, vendors and other contacts. Position requires effective communication skills, both oral and written and the ability to influence students of diverse backgrounds. The job holder must understand and be able to complete online research using databases and assorted other resources, have knowledge of cataloging rules and online cataloging as well as library computer cataloging and circulation systems. Technology Skills: Advanced competency in Windows operating environment using MS Office applications (specifically Word, Excel, PowerPoint and Publisher), e-mail and internet programs and have the aptitude to learn and efficiently utilize the College's cataloging and circulations system(s) as well as more universally used College systems.

Application Information: Please send cover letter, resume, salary requirements and a list of 3 references to: resumes@mariacollege.edu with "Reference Librarian" as the subject.

Library Director / Fred & Harriett Taylor Memorial Library / Hammondsport, NY / Apply by **3/29** / The Board of Trustees of the Fred & Harriett Taylor Memorial Library in Hammondsport, NY seeks an energetic, innovative and community-oriented director with proven leadership and supervisory skills. The successful candidate should have the passion and motivation required to lead the library in the "Coolest Small Town in America". The library is located in the Finger Lakes, on Keuka Lake in the historic village of Hammondsport, heart of the NY wine country and home to two renowned museums. Chartered in 1938, the library built a beautiful new 10,000 sq. ft. facility in 2007. As part of the Southern Tier Library System, the Taylor Library houses over 50,000 materials, serves as a vibrant community learning and enrichment center, offers over 200 adult and children's programs annually and has a well-established early literacy program for preschoolers and their caretakers. The library prides itself on providing excellent customer service with free and equal public access to all arts-related resources and programs. All staff positions (3 part-time) are civil service appointments. The Library Director is the chief executive of the library, reporting to a Board of Trustees. Responsibilities: Supervising daily operations with high quality services Planning and implementing projects Recommending, developing and following policies and procedures Providing creative guidance and direction Being actively involved in seeking fund raising opportunities. Implementing the Strategic Plan Engaging in public relations Understanding the unique qualities of our community Developing the annual budget Establishing collaborative partnerships with local educational & arts centers

Qualifications: Required: Bachelor's degree from an accredited college and 3-5 years of administrative/supervisory experience. Preferred: Master's Degree in Library Science Essential Characteristics: knowledge of library principles, practices and trends through professional development commitment to staying well-informed on technology, legal, financial and other relevant library issues ability to analyze data and make decisions, recommendations and prepare reports excellent verbal and written communications skills a passion for the tasks at hand an understanding of collaborative personnel management including the creation of and supervision of a strong volunteer team (28+ volunteers) strong customer service skills. Compensation: Salary commensurate with qualifications and experience.

To apply: Send a cover letter and resume via e-mail to: wightmann@stls.org Or, by US Mail to: Search Committee, Fred & Harriett Taylor Memorial Library, PO Box 395 Hammondsport, NY 14840

Substitute Librarian / Ossining Public Library / Ossining NY The Ossining Public Library is looking for substitute librarians. The Ossining Public Library is seeking energetic, customer-service oriented Substitute Librarians to provide library services to our diverse community, primarily at our busy service desks. Part time substitute librarians can be scheduled up to 17 hours per week and work on an as-needed, basis. Various hours are needed including daytime, evening, and weekend hours. Duties may include: providing reference and readers' advisory service to adults, children, and teens; assisting library patrons in the use of library materials and technology; providing computer, catalog, and database instruction; providing information; recommending titles that can enhance the collection; responding to

library users' needs; assisting users of all ages in accessing print and electronic resources; performing other job-related duties.

An MLS degree from an ALA accredited school is required. Familiarity with MS office Suite and Evergreen is helpful. Bilingual applicants are encouraged. Starting salary: \$30.13 per hour Minimum training and experience: Possession of a Master's Degree in Library Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department. To apply, please send an application, resume and cover letter to: Karen LaRocca-Fels, Director, Ossining Public Library, 53 Croton Avenue, Ossining, NY 10562 or email to klaroccafels@wlsmail.org

[Head of Youth and Adult Programs](#) / Olean Public Library / Olean NY

NYC

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

Sponsored

[Library Director](#) / SUNY Maritime College / Throggs Neck- Bronx, NYC

Other jobs

North Carolina

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

[Library Purchasing Lead](#) / University of North Carolina at Chapel Hill / Chapel Hill, NC

[Divinity School Library Assistant, Senior](#) / Duke University / Durham, NC

[Bragtown Manager](#) / Durham County / Durham, NC / **Apply by 3/15**

[Library Technician](#) / NC State University / Raleigh, NC / **Apply by 3/15**

[Library Purchasing Lead](#) / UNC-Chapel Hill / Chapel Hill, NC / **Apply by 4/1**

[Adjunct Faculty \(Open Rank\)](#) / UNC-Chapel Hill / Chapel Hill, NC / **Apply by 9/2**

[Monographic Receipts Management Assistant, Sr.](#) / Duke University / Durham, NC

[Seasonal Library Experiences Assistant- Youth](#) / Chapel Hill Public Library / Chapel Hill, NC

[Coordinator, Media / 2019-20](#) / Charlotte Mecklenburg Public Library / Charlotte, NC

[Library Technician NF-03](#) / Department of the Army / Fort Bragg, NC

[Weekend/Evening Library Assistant \(Part time\)](#) / Gibsonville Public Library / Gibsonville, NC

[Outreach Services Librarian – Main Library](#) / Catawba County Public Library / Newton, NC

[Library Services Specialist II – Main Library](#) / Catawba County Public Library / Newton, NC

[Information Management Archivist](#) / North Carolina Department of Natural and Cultural Resources / Raleigh, NC

[Reference & Instruction Librarian: Education](#) / Winston-Salem State University / Winston-Salem, 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](#):

[Social Sciences Liaison Librarian](#) / Denison University / Granville OH

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](#):

Pennsylvania

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

[Associate University Librarian for Collection Strategy](#) / University of Pennsylvania / Philadelphia, PA
[Library Public Services Intern \(Part Time\)](#) / University of Pennsylvania / Philadelphia, PA
[Tenure-Track Assistant Professor – Department of Library Services \(Special Collections Librarian\)](#) / West Chester University / West Chester, PA
[Data Architect](#) / RELX Group / Horsham, PA
[Library Assistant \(Part Time\)](#) / York County Libraries – Guthrie Memorial Library / Hanover, PA
[Assistant II, Print Resources](#) / Drexel University / Philadelphia, PA / Apply by **4/11**
[Youth Services Summer Program Assistant \(Part Time, Temporary\)](#) / York County Libraries – Dillsburg Area Public Library / Dillsburg, PA
[Library Assistant \(Part Time\)](#) / York County Libraries – Glatfelter Memorial Library / Spring Grove, PA
[Business and Entrepreneurship Librarian](#) / Penn State University / University Park, PA / Apply by **4/1**
[Library Assistant – Youth Services \(Part Time\)](#) / Oakmont Carnegie Library / Oakmont, PA
[Digital Asset Management Consultant \(Part Time, Temporary\)](#) / The BOSS Group / Philadelphia, PA

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](#):

[Head of the Music Library](#) / The University of North Texas / Denton TX

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](#):

[Library Director](#) / Springfield Township Library / Springfield VT

[Resource Center Manager](#) – Department of Veterans Affairs National Center for PTSD (White River Junction, VT)

[Director](#) – Dana Medical Library (Burlington, VT)
[Executive Director](#) – Kellogg-Hubbard Library Montpelier, VT

Virginia

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

Washington

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

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](#):

Wyoming

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

[Resource Management Librarian](#) / Central Wyoming College / Riverton WY

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:](#)

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:](#)

[Music and Film Collection Management Librarian](#) / University of Toronto / Toronto ON

Quebec

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

Librarian /Bibliothécaire (maternity leave, 1 year) The Azrieli Schools Herzliah Montreal/ Apply by **4/18/**
JOB POSTING Librarian Maternity Leave Replacement The Azrieli Schools Herzliah is a private high school with both an English and a French stream in the Snowdon/Côte-des-Neiges area of Montreal.
Job Description A school librarian's main mission is to instill a love of reading, to ensure equitable access to information, and the promotion of information literacy (this is to ensure students become skilled at research, critical thinkers, and know how to use information ethically). The librarians should have a strong motivation, aptitude, and interest to establish student and staff success as the centre of their professional practice.

Job Specifications Location: The Azrieli Schools Herzliah, High School, Sylvain Adams Campus, Learning Commons (Library) Status: Full time, Maternity leave replacement, 2019-2020 school year (one year)

Main Functions

- Acquisition, maintenance, shelving, distribution, and circulation of library materials.
- Promotion of library materials, services, and library programming (displays, posters, etc.)
- Programming for the library during lunch time and after school (e.g. BreakOut box, Battle of the Books, author visit, etc.)
- Promote information literacy by collaborating with teachers to design and implement workshops to complement student learning (citation styles, research methods, etc.)
- Collaborations with the Sylvain Adams Campus community (Jewish Public Library, Bronfman Jewish Education Centre) to provide meaningful learning experiences that are complements to student learning.
- Provide reference and research services to staff and students.
- Provide monthly statistics and analysis, and as required.
Maintain, monitor, and prepare reports on the library budget.
- Maintain the library's website.
- Provide a safe and welcoming environment for staff and students.
- Supervision of Library Assistant
- Other related library tasks

Required Qualifications

- MLIS or equivalent from an ALA-accredited master's program
- 1-2 years library experience
- Excellent interpersonal, oral and written communication skills (French and English).
- Strong customer service skills, especially in regards to youth
- Strong knowledge of popular non-fiction, fiction and audio-visual titles for teens
- Strong organizational and time management skills
- Ability to work independently and collaboratively
- Demonstrated knowledge and the ability to apply the following cataloguing principles, practices, and tools including: AACR2R, MARC, RDA, LCSH.
- CPR and First Aid certified

Assets

- Experience in a high school library
- Knowledge of Hebrew, written and spoken
- Familiarity with the Mandarin Library Information Systems (M5)

Please send your application with two professional references by April 18th, 2019 to the attention of Cassandra Ricafort at cricafort@azrieli-tth.ca

En français

OFFRE D'EMPLOI

Bibliothécaire

Remplacement de congé de maternité

Les écoles Azriel Herzliah est une école secondaire privée français / anglais située dans le quartier Snowdon / Côte-des-Neiges à Montréal.

Description du poste

La mission principale d'un(e) bibliothécaire scolaire est de promouvoir l'amour de la lecture, d'assurer un accès à l'information équitable et de promouvoir les compétences informationnelles (pour que les élèves acquièrent des compétences en recherche, un esprit critique et qu'ils sachent utiliser l'information éthique). Les bibliothécaires doivent avoir des fortes motivations, aptitudes et intérêts pour établir la réussite des élèves et du personnel comme élément central de leur pratique professionnelle.

Spécifications du poste

Emplacement: Les Écoles Azrieli Herzliah, École Secondaire, Campus Sylvain Adams, Le carrefour de l'apprentissage (bibliothèque)

Statut de l'employé: Temps plein, remplacement de congé de maternité, pour l'année scolaire 2019-2020 (1 an)

Fonctions principales

- Acquisition, maintenance, classement, distribution et circulation de la collection de la bibliothèque.
- Promotion de la collection et des services de la bibliothèque et de l'animation de la bibliothèque (présentoirs, affiches, etc.)
- Animation de la bibliothèque pendant l'heure du dîner et après l'école (exemple: boîte BreakOut, compétition «Battle of the Books», visite d'un auteur, etc.)
- Promouvoir les compétences informationnelles en collaborant avec les enseignants pour concevoir et mettre en œuvre des ateliers destinés à compléter l'apprentissage des élèves (styles de citations, méthodologie de recherche, etc.).
- Collaborations avec la communauté du campus Sylvain Adams (Bibliothèque publique juive, Centre d'éducation juive de Bronfman) pour offrir des expériences d'apprentissage enrichissantes qui complètent l'apprentissage des élèves.
- Fournir des services de référence et de recherche au personnel et aux élèves.

- Fournir des statistiques et des analyses mensuelles, au besoin.
- Maintenir, surveiller et préparer des rapports sur le budget de la bibliothèque.
- Maintenir à jour le site Web de la bibliothèque.
- Fournir un environnement serein et accueillant pour le personnel et les élèves.
- Supervision de l'assistant(e) bibliothécaire
- Autres tâches reliées à la bibliothèque

Qualifications requises

- MBSI ou équivalent d'un programme de maîtrise accréditée par l'ALA
- 1 à 2 années d'expérience professionnelles
- Excellentes compétences en communication interpersonnelle, orale et écrite (français et anglais)
- Solides connaissances des titres populaires de documentaires, de romans et de matériaux audiovisuels destinés aux adolescents
- Solides compétences en service à la clientèle, particulièrement avec les jeunes
- Solides compétences en organisation et en gestion de temps
- Capacité à travailler de manière autonome et en collaboration
- Connaissances démontrées et capacité à appliquer les principes, pratiques et outils de catalogage suivants, notamment: AACR2R, MARC, RDA, LCSH
- Certifié(e) en RCR et secourisme

Atouts

- Expérience de travail dans une école secondaire
- Connaissance de l'hébreu, écrit et parlé
- Connaissance du système intégré de bibliothèque Mandarin (M5)

Veillez soumettre votre candidature avec deux références professionnelles au plus tard le 18 avril 2019 à Cassandra Ricafort à cricafort@azrieli-tth.ca

Assistant Librarian / Assistant(e) bibliothécaire d'école (part-time contract) The Azrieli Schools Herzliah Montreal/ Apply by 4/18/ OFFRE D'EMPLOI Assistant(e) bibliothécaire d'école Contrat à temps partiel Les écoles Azriel Herzliah est une école secondaire privée français / anglais située dans le quartier Snowdon / Côte-des-Neiges à Montréal. Description du poste : La bibliothèque de l'école secondaire Herzliah est présentement à la recherche d'un(e) assistant(e) bibliothécaire à temps partiel pour l'année scolaire 2019-2020 (jusqu'à la fin du mois de juin 2020). L'assistant(e) bibliothécaire, en collaboration avec la bibliothécaire en chef, aidera à la circulation et au classement des livres, à la création de présentoirs, à effectuer des tâches quotidiennes et divers projets. L'assistant(e) bibliothécaire sera également responsable de la supervision de la bibliothèque et des activités de makerspace après l'école. L'assistant(e) bibliothécaire travaillera 12 heures par semaine, du lundi au jeudi de 14h30 à 17h30 (fixe). Exigences requises

- Niveau scolaire : Étudiant(e) en maîtrise en science de l'information (MSI) d'une école agréée ALA (2e année) ou l'équivalent (ou complété) ou diplôme d'études collégiales en documentation
- Maîtrise du français et de l'anglais (parlé et écrit)
- Familiarisation avec les technologies de l'information
- Excellentes compétences en informatique, notamment Microsoft Office et la plateforme Google
- Connaissance du format d'enregistrement MARC, des normes Dewey et des normes AACR2

Atouts

- Expérience de travail avec des adolescents
- Expérience de l'utilisation de Mandarin M5 ou d'un autre système intégré de bibliothèque
- Contexte judaïque et langue hébraïque (lecture et écriture de base)

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In English below

JOB POSTING Assistant School Librarian Part-Time Contract The Azrieli Schools Herzliah is a private high school with both an English and a French stream in the Snowdon/Côte-des-Neiges area of Montreal. Job Description Herzliah High School Library is currently looking for a part-time Assistant Librarian for the 2019-2020 academic school year (until the end of June 2020). The Assistant Librarian, in collaboration with the Head Librarian, will help with circulation, shelving, displays, and will help perform daily tasks and various projects. The Assistant Librarian will also be in charge of supervising the library and of makerspace activities after school. The Assistant Librarian will be needed 12 hours/week, Monday to Thursday 2:30-5:30PM (fixed).

Requirements

- Educational level:
 - Currently in a Masters of Information Studies (MIS) degree program from an ALA-accredited school (2nd year) or the equivalent (or completed)
 - AND/OR Collegial (Diploma), DEC in Information and Library Technologies (Completed)
- Fluency in French and English (spoken and written)
- Familiarity with information technologies
- Excellent computer skills, including Microsoft Office and the Google platform
- Knowledge of MARC record format, Dewey, and AACR2 standards

Assets

- Experience working with adolescents
- Experience using Mandarin M5 or another ILS (Integrated Library System)
- Judaica background and Hebrew language (basic reading and writing)

Please send your application with two professional references by April 18th, 2019 to the attention of Cassandra Ricafort at cricafort@azrieli-tth.ca

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](#):