

2019 INALJ Jobs

Naomi House

James Adams, Content Managing Editor

Aisha Conner-Gaten, Content Editor- Submissions Formatter

3.18.2019

Issue 51 (includes all of 50)

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**

[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](#):

Alabama

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

[Director](#) / Dothan Houston County Library System / Dothan AL

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](#):

[Assistant Professor](#) / University of Arizona / Tucson 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](#):

Sponsored

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

Other Jobs

[Collections and Metadata Librarian](#)/ UC Davis Mabie Law Library/ Davis, California/ Apply by **4/15** to ensure full consideration; position will remain open until filled

[Sort/Select Metadata Technician](#) - Burbank, CA

[Assistant Law Librarian](#) - West Los Angeles, CA

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](#):

[Youth Services Programmer – Part Time](#) The Burnham Library in Bridgewater, CT

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](#):

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

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](#):

[Learning Technologies Librarian](#) / Towson University / Towson MD

Part-Time Substitute Reference Librarian / Loyola Notre Dame Library / Baltimore MD The Loyola Notre Dame Library is seeking a part-time substitute Reference Librarian. This individual will work on an as-needed basis, primarily during evening and weekend shifts, under the direction of the Information Literacy Coordinator/PR Librarian. This position is scheduled to work no more than 19.5 hours per week. Duties and Responsibilities: 1. Staffs the research/information desk; responds to faculty, student, and staff requests for information in person, via phone, email, or chat. 2. Assists faculty and students in finding materials and information using print and non-print sources with the online catalog, databases, related software and internet use. 3. Provides excellent customer service to patrons and establishes good working relationships with colleagues, students and faculty. 4. Assists Access Services staff with patrons as needed. 5. Performs other duties as assigned. Required Qualifications: 1. ALA accredited master's degree or a current student enrolled in an ALA accredited master's degree program 2. Excellent verbal and written communication skills 3. Strong interpersonal communication skills 4. Strong public service orientation 5. Experience delivering excellent customer service Preferred Qualifications: 1. Familiar with the policies, practices, and procedures for academic library help desk service environment and the ability to communicate them to patrons and staff. 2. Familiar with reference services, practices, and procedures in multiple formats. The Loyola Notre Dame Library, located in northern Baltimore City, is a member of the University System of Maryland and Affiliated Institutions and serves Loyola University Maryland and Notre Dame of Maryland University. The library serves as an integral part of the campuses by providing information services and resources to support the academic programs and educational concerns of the two institutions. Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning. Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a student population of 6,100 FTE. The Loyola Notre Dame Library is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age. Review of applications will begin immediately. Please submit electronically a resume, cover letter, and a list of three (3) work-related

references with “Part-Time Substitute Reference Librarian” in the subject line to Jennie Ray, Information Literacy Coordinator/PR Librarian: jbray1@loyola.edu.

Massachusetts

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

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](#):

[Minitex Consortia Director](#) / University of Minnesota / Minneapolis MN

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](#):

[Director of Library Services](#) Position open for the Henry County Library in Clinton, MO

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](#):

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](#):

[Young Adult Program Coordinator](#) / Pawling Library / Pawling 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](#):

[Learning and Engagement Specialist](#) / Asheville Art Museum / Asheville, NC

[Local History and Genealogy Librarian](#) / Union County Public Library / Monroe, NC

[Regional Library Director](#) / Nantahala Regional Library / Murphy, NC

[Collections Specialist](#) / City of Raleigh / Raleigh, NC

[Manager, Customer Success \(VitalSource\)](#) / Ingram / Raleigh, NC

[Library Technician](#) / County of Anson / Wadesboro, NC

[Librarian 1 - Temporary Solutions](#) / NC Office of Human Resources / Wake County, 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](#):

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](#):

[Library Technician 3/](#) Oregon State University Libraries/ Corvallis, OR / Apply by **4/1**

[Electronic Resources Librarian](#) / Reed College / Portland OR

Pennsylvania

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

[Senior Cataloging Assistant](#) / Lehigh University / Bethlehem, PA

[Library Public Services Intern](#) Penn Libraries Philadelphia, PA

[Assistant Professor-Librarian](#) / Delaware County Community College / Media, PA

Senior Librarian, Information Services (Graduate Medical Education), Philadelphia PA/ Visit <http://www.jeffersonhr.org> Select the Search Jobs tab (Yellow Box) Click the "Search Jobs Now" button on the bottom of the page (you will be directed to our careers page) Once on the careers page, register a username and password to begin the application Once you have created an account, click on "Keyword Search" Enter the Job Opening ID 9225158 and click "Search" Please include your cover letter as the first page of your resume document Complete the application and click "Submit"

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](#):

[Instruction and Reference Librarian with emphasis in Emerging Technologies](#) Gregg-Graniteville Library, University of South Carolina Aiken

[Librarian / Young Adult Services Assistant Manager](#) / Main Branch- Charleston County Public Library

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](#):

[Director Desk and Patron Experience](#) / University of Tennessee / Chattanooga TN

Texas

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

[Engineering Librarian](#) / University of Houston / Houston 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](#):

Virginia

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

[Resident Librarian](#) / Virginia Tech / Blacksburg, VA / Apply by 3/19

Washington

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

[Acquisitions Librarian](#) / Gonzaga University / Spokane WA

[Associate Dean of University Libraries](#) / University of Washington / Seattle WA

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](#):

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](#):

[HUMAN RESOURCES CONSULTANT](#) Provincial Information and Library Resources Board Stephenville , NL

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](#):

Notice of Temporary Assignment Maternity leave Library Technician Bibliothèque publique de Westmount
- Westmount Public Library Westmount QC [ENGLISH/](#) / [en français](#) Competition # 2044 – 2019 B
Numéro du concours : 2044 – 2019 A Apply by **3/22**

Avis de poste temporaire

Remplacement congé de maternité

Bibliotechnicien(ne)

Catégorie :

Col blanc

Statut :

Temporaire

Numéro du concours :

2044 – 2019 A

Groupe de traitement :

7 - 24.38 \$ à 32.50 \$

Unité administrative :

Bibliothèque et événements communautaires

Horaire :

Quatre jours de 9h à 17h

Un soir de 13h à 21h

Par rotation, un samedi ou un dimanche de 9h à 17h toutes les trois semaines

Nature de l'emploi

Le travail consiste à effectuer des travaux techniques requis pour l'achat, l'organisation, la conservation, l'utilisation et la diffusion des ressources documentaires, de même que pour l'utilisation et l'entretien de l'équipement de la bibliothèque de la Ville.

EXEMPLES DES TÂCHES ACCOMPLIES

1. Contacte les fournisseurs de documents, achemine les commandes et approuve les factures pour paiement à l'intention du gestionnaire responsable du budget.
2. Reçoit la documentation dans les départements et les succursales et assure son intégration à la collection et aux fichiers.
3. Identifie les auteurs, rédige les fiches d'identification et prépare le catalogue descriptif des documents.
4. Utilise, au besoin, différents appareils de bureautique pour accomplir certaines tâches rattachées à l'emploi, tout en ayant recours à la programmation appropriée

Conditions d'admissibilité

Scolarité

Détenir un diplôme de fin d'études collégiales spécialisées, secteur et profil appropriés.

Expérience

Posséder un an d'expérience dans un travail permettant au titulaire de se familiariser avec le domaine de l'emploi.

Autres exigences

Connaissances :

Des techniques de la documentation;

Du français et de l'anglais parlé et écrit.

Connaissance des outils suivants : autorités LC , OCLC Worldcat

Maîtrise de la norme RDA, du format MARC21, et de la CDD

Compréhension du fonctionnement d'un Système intégré de gestion de bibliothèque (SIGB)

Habilités ou aptitudes :

Sens du service à la clientèle;

Autonomie/jugement;

Sens de l'organisation et du suivi;

Sens des priorités

Esprit d'équipe

Rigueur et minutie

Capacité de concentration soutenue

Facilité d'apprentissage de nouvelles applications

Évaluation			
Examen écrit éliminatoire		Entrevue	
Note de passage : 70%		Note de passage : 70%	
Connaissance du domaine de l'emploi	Habilités de rédaction	Esprit analytique	Relation avec la clientèle
	Bilinguisme	Bilinguisme	Résolution de problème

Inscription

Déposez votre candidature dans la section carrière du site Web de la ville de Westmount

(<https://westmount.org/carrieres/deposez-votre-candidature/>) accompagnée de tout document attestant que les conditions d'admissibilité sont respectées. Les demandes reçues après la période d'inscription ne seront pas considérées.

OU ENVOYEZ UN COURRIEL ACCOMPAGNÉ DE VOTRE CURRICULUM VITAE
À DOTATION@WESTMOUNT.ORG.

Date limite d'inscription: 22 mars 2019

Date de l'affichage : 12 au 22 mars 2019

La Ville de Westmount souscrit aux principes d'égalité en emploi et invite donc les femmes, les autochtones, les membres des minorités visibles et ethniques ainsi que les personnes handicapées à soumettre leur candidature.

Notice of Temporary Assignment

Maternity leave

Library Technician

Category: White Collar

Status: Temporary

Competition # 2044 – 2019 B

Salary scale: 7 - \$24.38 to \$32.50
 Department: Library and Community Events
 Schedule: Four days from 9h to 5h pm
 One night from 1h pm to 9h pm
 By rotation, one Saturday or one Sunday from 9h to 5h pm per three weeks

Purpose of position The incumbent carries out the technical work required to purchase, organize, store, use, and disseminate library or archive resources, as well as to use and maintain the City's library equipment.

EXAMPLES OF TASKS TO BE ACCOMPLISHED

1. Contacting document suppliers, submitting orders, and approving invoices for payment for the budget manager.
2. Receiving documentation at the various departments and branches, filing it, and integrating it into the collection.
3. Identifying authors, filling out bibliographical entries, and preparing the catalogue describing the documents.
4. Using office equipment to carry out certain job-related tasks, as needed, while using the appropriate program.

Qualifications

Education

- Diploma of Collegial Studies (DCS) in a relevant sector and specialty.

Experience

- One year of experience in a position that enabled the incumbent to become familiar with the employment field.

Other requirements:

Knowledge

- Documentation techniques
- Oral and written French and English.
- Knowledge of the following tools: LC authorities, OCLC Worldcat
- Mastery of RDA standard, MARC21 format, DDC
- Understanding of the operating of an Integrated Library System (ILS)

Abilities and skills

- Customer service-oriented
- Autonomy/judgment
- Organizational and tracking abilities
- Sense of priority
- Team spirit
- Meticulous and detail-oriented
- High concentration capacity
- Ease at learning new applications

Evaluation				
Eliminatory Written Test		Interview		
Passing Mark : 70%		Passing Mark : 70%		
Knowledge of field in question	Redaction Abilities	Persuasion and diplomacy	Analytical Mind	Customer Service
	Bilingual		Bilingual	Problem solving

Application

Apply in the career section of the City of Westmount's Website (<https://westmount.org/en/careers/apply-online/>) with all supporting documentation. Send your application by email or internal mail to the coordinates mentioned below. No application form received after the deadline will be considered.

OR SEND AN EMAIL ACCOMPANIED BY YOUR RÉSUMÉ TO DOTATION@WESTMOUNT.ORG

Deadline for application: March 22, 2019
 Duration of posting: March 12 to March 22, 2019

The City of Westmount subscribes to the principles of equal access to employment, and therefore invites women, aboriginal people, members of visible and ethnic minorities and handicapped persons to submit their candidacy.

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](#):