

# 2019 INALJ Jobs

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Issue 123

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

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## SPONSORED

[Public Services Manager \(Librarian\)](#) / MERIT (Media, Education Resources & Information Technology) at the University of Wisconsin Madison, School of Education / Madison, WI / Apply by **7/31**

[Cataloger, Part-time](#) / Montgomery County-Norristown Public Library / Norristown, PA

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[Library Scientist, Research Associate](#) / Sutter Hill Ventures / Palo Alto, CA

[Deputy County Librarian](#) / County of Santa Clara / CA / Apply by **7/17**

[Manager of Special Collections and Museum Services](#) / Pueblo City-County Library District / Pueblo, CO / Apply by **7/26**

[Executive Director](#) / Montgomery County Library and Information Network Consortium (MCLINC) / Conshohocken, PA

[Faculty, Reference Librarian – 30315](#) / Lone Star College-Montgomery / Conroe, TX

## 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](#):*

[Library Director](#) / Center Point Public Library / Center Point, AL / Apply by **7/21**

**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

[Library Scientist, Research Associate](#) / Sutter Hill Ventures / Palo Alto, CA

[Deputy County Librarian](#) / County of Santa Clara / CA / Apply by **7/17**

Other jobs

[Drescher Graduate Campus Librarian](#) / Pepperdine University / Malibu, CA

[Equity and Open Access Librarian](#) / California State University, East Bay / Hayward, CA / Apply by **8/15**

[Humanities and Social Sciences Librarian](#) / Rosenfeld Library and Charles E. Young Research Library, University of California, Los Angeles / Los Angeles, CA / Apply by **7/24**

[Research and Instruction Librarian](#) / Arts, Music, and Powell Division, University of California, Los Angeles / Los Angeles, CA / Apply by **7/24**

[Senior Assistant Librarian -Instruction & Reference](#) / California State University / Los Angeles, CA / Apply by **8/15**

[Senior Assistant Librarian - Discovery & Metadata](#) / California State University / Los Angeles, CA / Apply by **8/15**

[Tenure-Track University Archivist](#) / California State University / San Bernardino, CA

## Colorado

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

Sponsored

**[Manager of Special Collections and Museum Services](#) / Pueblo City-County Library District / Pueblo, CO / Apply by **7/26****

Other jobs

## Connecticut

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

[Evening Library Assistant](#) / Katharine Brush Library, Loomis Chaffee School / Windsor, CT

[Librarian 1, Adult Services](#) / West Hartford Libraries / West Hartford, CT / Apply by **7/19**

[Librarian II, Young Minds & Family Learning](#) / New Haven Free Public Library / New Haven, CT / Apply by **7/19**

[Library Technician](#) / Connecticut State Library, Law/Legislative Reference Unit / Hartford, CT / Apply by **7/12**

[Library Media Specialist, Long Term Substitute](#) / Tashua Elementary School, Trumbull Public Schools / Trumbull, CT

Early Literacy Teacher / Canterbury Public Library / Canterbury, CT / Early Literacy Teacher - Canterbury Public Library. RESPONSIBILITIES: Planning, preparing, and teaching Bouncing Baby Tales (ages 0-18 months, 48 classes a year), Music and Movement (ages 18 months-3 years, 48 classes a year), and Ladder to Literacy (ages 3-5, 33 classes a year). Planning, preparing, and teaching Summer Reading classes for ages 3-5. Working at the circulation desk (including, but not limited to, checking materials in and out, assisting patrons with technology, answering phones, and shelving materials).

QUALIFICATIONS: A Bachelor's degree in early childhood education and three years of working in a library environment in the children's department, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

SALARY/HOURS: This is a 10 hour per week, part-time position with varied hours, including evenings and weekends. The hourly pay is \$16.00. Qualified candidates may email their resume and cover letter to [canterburypubliclibrary@gmail.com](mailto:canterburypubliclibrary@gmail.com).

Part-time Kidspace Library Clerk / Windsor Public Library / Windsor, CT / Apply by **7/12 at 5pm** / Kidspace Library Clerk/PT, Windsor Public Library. The Windsor Public Library is seeking a knowledgeable, tech-savvy part-time library clerk with a strong commitment to serving children and their caregivers to join our Kidspace team. Responsibilities include reference, reader's advisory and computer assistance at the busy Kidspace desk; shelving and shelf-reading of materials and additional projects as needed. Our ideal candidate will be enthusiastic, passionate about literacy, team-spirited, motivated, and organized; communicate effectively orally and in writing with diverse customers and coworkers; and be able to work in a fast paced, customer service environment with patience, flexibility and attention to detail. Minimum requirements: Bachelor's degree plus one (1) or more years library experience working with children; comfort working with computers, technology and social media: proficiency with MS Office Suite, Internet, and other programs as needed; familiarity with specific applications (i.e. Innovative Interfaces ILS, Excel and Publisher), a plus. Schedule is Tuesdays, 5:00 PM - 9:00 PM, Wednesdays, 1:00 PM – 5:00 PM, Fridays, 9:00 AM – 1:00 PM, and one Sunday 1:45 PM-5:00 PM per month, plus substitution. Salary is \$14.00/hour. Please apply at <http://townofwindsorct.com/humanresources/employment-application/> . Application deadline is July 12, 2019 at 5:00PM. The Town of Windsor is an Equal Opportunity Employer and values diversity at all levels of the workforce. EOE/AA.

Part-Time Lending Services Assistant / The Farmington Libraries / Farmington, CT / Apply by **7/17** / are seeking a friendly, customer service-oriented individual to join our Lending Services team in this part-time, 19-hour per week position. We are a busy community library with two branches offering a robust range of programs, services and materials. Responsibilities include assisting patrons at the Main Library lending desk and the Barney Library lending desk, with a variety of lending functions including but not limited to: greeting visitors; maintaining a welcoming and clean lobby; answering phones, and directing calls appropriately; staying informed about library programs and services; processing incoming and outgoing materials; registering patrons in our system; assisting with the ILL process; collecting and processing fines; as well as assisting with various collection management functions as needed. Our ideal candidate will be enthusiastic, self-motivated, organized, and enjoy working in a fast-paced collaborative environment. Preferred Qualifications: Experience working in a circulation department at a public library, an associate's degree or some college coursework. Minimum Qualifications: H.S. diploma or GED, one years' experience in customer service, and basic knowledge of library functions and procedures. This is a part-time 19-hour per week position, that includes evenings and weekends. This position is not eligible for benefits. Starting pay - \$15.75/hour. Interested candidates please send a cover letter and resume to Laura A. Horn, Executive Director, at [lhorn@farmingtonlibraries.org](mailto:lhorn@farmingtonlibraries.org) . No phone calls please. Application deadline: Wednesday, July 17th. The Farmington Libraries are an EOE/AA employer.

## **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](#):*

**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](#):*

**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](#):*

[Cataloger/Reference Librarian](#) / Kendall Young Library / Webster City, IA / Apply by 7/26

### **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](#):*

[Cataloging And Metadata Librarian \(Faculty\) Position](#) / University of Kentucky Libraries / Lexington, KY /  
Apply by 7/22

### **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](#):*

[Preservation Librarian](#) / University of Maryland Libraries / College Park, MD / Apply by 7/30  
[Resource Description & Acquisition Supervisor](#) / Montgomery College / Rockville, MD / Apply by 7/30

### **Massachusetts**

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

[Electronic Resources Librarian](#) / Boston Conservatory at Berklee / Boston, MA

## Michigan

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

[Library Research Center Department Head](#) / University of Michigan / Dearborn, MI / Apply by **8/15**

[Library Director](#) / Fremont Area District Library / Fremont, MI / Apply by **8/18**

[Hourly Book Mobile Driver Position](#) / Rochester Hills Public Library / Rochester Hills, MI / Apply by **7/12**

[Part-time Salaried Book Mobile Driver Position](#) / Rochester Hills Public Library / Rochester Hills, MI /  
Apply by **7/12**

[Media Preservation Assistant – Library Assistant IV](#) / Michigan State University Libraries / East Lansing,  
MI / Apply by **7/9**

Part-time Juvenile Public Services Librarian / White Lake Township Library / White Lake, MI / Apply by **7/10** / Employment Opportunity: Position: Public Services Librarian - Juvenile Services, Part-time, professional position. Pay rate: MLIS degree \$18.00-\$20.00 an hour (based on experience and education), Student in MLIS program - \$15.00 an hour. Hours: 24-28 hours per week, including evening and Saturday hours, with possibility of additional substitute hours. Benefits: Hourly position, including pro-rated vacation, sick and personal business leave. Responsibilities: Offer excellent customer service focusing on juvenile services while also providing reference and readers' advisory services for all ages, including teens and adults, Purchase and maintain juvenile print, audiovisual and e-content collections, Plan and implement programming for children of all ages, Maintain and update juvenile-focused social media, Outreach with area schools, Locate materials for all ages throughout the Library building and cooperative (TLN) or within the MelCat system, Follow and enforce all library rules, policies, procedures and patron privacy laws, Perform other duties as assigned. Qualifications: ALA-accredited MLIS degree or significant progress in MLIS program, Ability to provide professional reference and readers' advisory assistance for children of all ages, computer literacy including use of databases and Microsoft Office applications; ability to teach others these same skills, Enthusiasm and commitment to public service excellence focusing on children, Ability to work effectively with public and other library employees, Strong interpersonal, communication and technology skills, Public library experience preferred. Application deadline: July 10th, 2019 with anticipated August start date. Application: Resume and completed application form. The application form is available at: <https://www.whitelakelibrary.org/whitelake/documents/app.pdf>. Send or email: Amy Rosen, Assistant Director, White Lake Township Library, 11005 Elizabeth Lake Road, White Lake MI 48386, [arosen@whitelakelibrary.org](mailto:arosen@whitelakelibrary.org). The White Lake Township Library is an equal opportunity employer.

Part-time Adult Services Librarian / Clarkston Independence District Library / Clarkston, MI / The Clarkston Independence District Library is looking for a positive, dedicated librarian to join our growing team. Salary: \$18.00-\$24.00 per hour. Hours: 10-27.5 per week, Tuesday and Wednesday nights and some weekends. Primary job duties: Duties include, but are not limited to: Provide quick and accurate reference for all ages, Assists patrons with computer catalog, electronic resources, and the Internet, Attends and participates in staff meetings and discussions. Perform other library duties as assigned. Qualifications: ALA accredited MLIS, Experience working in adult services, Flexibility to work varied hours, Strong oral and written communication skills, Ability to offer reader's advisory, Ability to establish and maintain effective working relationships, Experience planning programs for adult

audience, Knowledge of Integrated Library Systems, Polaris preferred, Knowledge of Microsoft Office. Reports to: Evan Smale, Head of Adult Services. Please send a cover letter, resume, and contact information for three professional references via email, mail, or fax to: Evan Smale, Head of Adult Services, Clarkston Independence District Library, 6495 Clarkston Road, Clarkston, MI 48346, [smalee@cidlibrary.org](mailto:smalee@cidlibrary.org), Fax: 248-625-8852.

Tenure-Line Law Librarian / Michigan State University College of Law / East Lansing, MI / Michigan State University College of Law seeks to hire a tenure-line or fixed-term faculty member to serve as Director of the College's Law Library, beginning with the 2020-21 academic year. The Director reports to the Law College Dean and will play a key managerial role in the life of the Law College by participating in law school administration and annual budget planning, by representing the Law College in a vibrant university environment, by working collaboratively with MSU Libraries, and by creating and advocating a strategic library vision. Leadership skills, combined with intellectual acuity and a strong system of academic values, are key attributes of the Director. The successful candidate will have a demonstrated expertise in technology, a reputation among peers for leadership and outstanding professional achievement, as well as a strong commitment to supporting faculty research and the larger mission of the Law College and University. The successful candidate's qualifications will determine faculty status, including tenure eligibility and rank. Minimum qualifications include a JD from an ABA-accredited law school and a Masters in Library Science from an ALA-accredited library school. (Equivalent credentials and/or institutions are acceptable.) Michigan State University is the nation's premier land-grant university, established in 1855. The MSU College of Law, established in 1891 as the Detroit College of Law and closely affiliated with MSU since 1996, will be fully integrated as a constituent MSU college as of July 1, 2020. More information about the Law College can be found at [www.law.msu.edu](http://www.law.msu.edu). MSU is committed to achieving excellence through cultural diversity. The University actively encourages applications from and nominations of women; persons of color; trans, non-binary and/or gender non-conforming persons; veterans; and persons with disabilities. Information on the application process, which will be through Michigan State University Human Resources, will be available shortly. In the meantime, questions may be addressed to: Prof. Michael Lawrence, Chair, Library Director Search Committee, Michigan State University College of Law, c/o Marie Gordon, 648 N. Shaw Ln., Rm. 465, Michigan State University College of Law, East Lansing, Michigan 48824, [mgordon@law.msu.edu](mailto:mgordon@law.msu.edu). MSU and MSU COLLEGE OF LAW ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.

### **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](#):

[Library Information Specialist, Circulation Services Night/Weekend/](#) Circulation Services Department of the Miller Nichols Library, University of Missouri-Kansas City Libraries / Kansas City, MO / Apply by **7/10**

[Part-time Library Information Specialist, Circulation Services Night/Weekend/](#) Circulation Services Department of the Miller Nichols Library, University of Missouri-Kansas City Libraries / Kansas City, MO / Apply by **7/10**

[Part-time Library Information Specialist, Music/Media, Night/Weekend/](#) Music/Media Department, University of Missouri-Kansas City Libraries / Kansas City, MO / Apply by **7/10**

[Part-time Library Information Specialist, Music/Media, Night/Weekend/](#) Music/Media Department,, University of Missouri-Kansas City Libraries / Kansas City, MO / Apply by **7/10**

[Library Information Specialist, Health Sciences Library Night/Weekend/](#) Health Sciences Library, University of Missouri-Kansas City Libraries / Kansas City, MO / Apply by **7/10**

[Part-time Library Information Specialist, Health Sciences Library Night/Weekend/](#) Health Sciences Library, University of Missouri-Kansas City Libraries / Kansas City, MO / Apply by **7/10**

**Nebraska**

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

[Area Assistant Director of the Learning Commons](#) / Mid-Plains Community College / North Platte, NE / Apply by **7/26**

**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](#):

[Library Director](#) / Red Jacket Community Library / Shortsville, NY / Apply by **8/2**

[Research and Information Literacy Services Librarian](#) / Fredonia State University of New York / Fredonia, NY / Apply by **7/18**

[Assistant Library Director II](#) / Crandall Public Library / Glens Falls, NY / Apply by **7/29**

[Children's Librarian](#) / Community Library of Dewitt & Jamesville / Jamesville, NY

[Access Services Librarian](#) / State University of New York - Broome Community College / Binghamton, NY / Apply by **7/19**

[Library Clerk](#) / Millbrook Library / Millbrook, NY / Apply by **7/12**

Library Clerk 1-Evening / Dominican College / Orangeburg, NY / Dominican College seeks service-oriented individuals to fill two positions of Library Clerk at the Sullivan Library. These are part-time positions scheduled during Fall and Spring semesters only. The Library Clerk works primarily in the Learning Commons, an educational space located within the library that provides a comfortable, technologically-equipped environment where students can work collaboratively or individually on academic assignments. Additional staffing assignments include the Circulation Desk. Library Clerk 1: Wednesday 4:00 p.m. to Midnight, Thursday 4:00 p.m. to Midnight, Friday 12:00 p.m. to 7:00 p.m. Flexibility to work a different schedule may be required during certain periods for both positions. Responsibilities include oversight of the Learning Commons area, managing reservations for group study rooms, assisting students and faculty, troubleshooting basic computer and printer questions, providing basic software support (Microsoft Office, Google Docs, etc.), circulating materials, and other duties as assigned. Requirements: High school diploma required. Candidates must possess strong computer, interpersonal, and customer service skills. Bilingual a plus. Qualified applicants should forward their resume to [humanresources@dc.edu](mailto:humanresources@dc.edu). Please indicate which position you're applying for. AA/EOE.

Library Clerk 2 / Dominican College / Orangeburg, NY / Dominican College seeks service-oriented individuals to fill two positions of Library Clerk at the Sullivan Library. These are part-time positions scheduled during Fall and Spring semesters only. The Library Clerk works primarily in the Learning Commons, an educational space located within the library that provides a comfortable, technologically-equipped environment where students can work collaboratively or individually on academic assignments. Additional staffing assignments include the Circulation Desk. Library Clerk 2: Monday – Thursday 12:00 p.m. to 4:00 p.m. Flexibility to work a different schedule may be required during

certain periods for both positions. Responsibilities include oversight of the Learning Commons area, managing reservations for group study rooms, assisting students and faculty, troubleshooting basic computer and printer questions, providing basic software support (Microsoft Office, Google Docs, etc.), circulating materials, and other duties as assigned. Requirements: High school diploma required. Candidates must possess strong computer, interpersonal, and customer service skills. Bilingual a plus. Qualified applicants should forward their resume to [humanresources@dc.edu](mailto:humanresources@dc.edu) . Please indicate which position you're applying for. AA/EOE.

## **NYC**

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

[Associate Dean for Teaching, Learning & Engagement](#) / New York University / New York, NY / Apply by **8/12**

## **North Carolina**

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

[Metadata Librarian](#) / National Oceanic and Atmospheric Administration / Asheville, NC  
[Postdoctoral Research Associate](#) / UNC-Chapel Hill / Chapel Hill, NC / **Apply by 7/23**  
[Postdoctoral Research Associate](#) / UNC-Chapel Hill / Chapel Hill, NC / **Apply by 9/9**  
[Access Services Librarian](#) / UNC-Chapel Hill / Chapel Hill, NC / **Apply by 7/23**  
[Information Architect](#) / Konica Minolta Healthcare Americas / Garner, NC /  
[Part-time Temporary Off-Campus Librarian](#) / Johnston Community College / Smithfield, NC  
[Contract Metadata Librarian](#) / LAC Group / Asheville, 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](#):*

[Library Director](#) / Louisville Public Library / Louisville, OH / Apply by **7/28**  
[Head, Reference Services and Library Instruction Coordinator](#) / Wilmington College / Wilmington, OH  
[Publishing and Repository Services Librarian](#) / The Ohio State University Libraries / Columbus, 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](#):

[Library Technician 3](#) / Oregon State University Libraries / Corvallis, OR / Apply by 7/26

**Pennsylvania**

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

Sponsored

[Cataloger, Part-time](#) / Montgomery County-Norristown Public Library / Norristown, PA

[Executive Director](#) / Montgomery County Library and Information Network Consortium (MCLINC) / Conshohocken, PA

Other jobs

**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](#):

[Reference and Instruction/Documents Librarian](#) / University of South Carolina Aiken / Aiken, SC / Apply by 7/10

### **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](#):

[Part-time Online and Data Services Librarian](#) / Trevecca Nazarene University / Nashville, TN  
[Hourly Library Circulation Supervisor](#) / Trevecca Nazarene University / Nashville, TN

### **Texas**

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

Sponsored

[Faculty, Reference Librarian – 30315](#) / Lone Star College-Montgomery / Conroe, TX

Other jobs

[Library Specialist: Data Visualization & Analytics](#) / Texas State University / San Marcos, TX  
[Collection Development Librarian](#) / Texas State University / San Marcos, 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](#):*

5-Year Program Manager, Andrew W. Mellon Fellowship for Diversity, Inclusion & Cultural Heritage / Rare Book School / Charlottesville, VA / Apply by **7/15** / Program Manager, Andrew W. Mellon Fellowship for Diversity, Inclusion & Cultural Heritage. Rare Book School (RBS) seeks a motivated, collaborative individual to join its team as Program Manager for the School's new Mellon Fellowship for Diversity, Inclusion & Cultural Heritage. The individual filling this position will manage and conduct the day-to-day work of the program. Ideally, the individual will have some knowledge of multicultural collections, and will also have some experience in facilitating or conducting education, outreach, and/or advocacy for issues pertaining to diversity, equity, and inclusion. The successful candidate should be fully conversant with cultural competencies. The position requires excellent communication skills and attention to detail, as well as experience with event planning and managing payments. The position entails the following tasks: advise and provide guidance for applicants, fellows, and other possible participants regarding course selection, application procedures, orientation to the program, and other fellowship activities. Such guidance might take place through email or phone correspondence, informational webinars, or the preparation of written guidelines; recruit applicants to and promote the fellowship program, through the production of a brochure, publication of fellowship information to a program web page, and the creation and distribution of recruitment letters to allied organizations and individuals; create and update admissions materials and process applications; coordinate local arrangements and help plan content for fellowship activities, including committee meetings, orientations, field schools, and conference workshops; deploy, collect, analyze, and aggregate results of evaluation surveys (some training provided by assessment consultants); track and initiate program-related payments and reimbursements, and monitor spending against budget; and help with preparation of internal and external reporting. This position requires a service-oriented person who is highly committed to the educational aims of the School and the Mellon Fellowship for Diversity, Inclusion & Cultural Heritage. The successful candidate must have a bachelor's degree, superior written and oral communication skills, provide evidence of organizational acumen and exceptional attention to detail, and must exhibit initiative, optimism, and the ability to listen well. The candidate must be collegial and able to work as part of a team. Preferred candidates will have familiarity with and special collections librarianship and/or diversity initiatives in cultural heritage institutions. Other desirable qualifications include the ability to travel occasionally for fellowship activities, previous experience in successfully managing projects and managing or mentoring people, and an advanced degree (e.g., MLIS, MA). This is a full-time, five-year position with a grant-funded starting annual salary of \$50,000. Benefits include health insurance (including dental and vision); long-term disability; and 403b retirement plan, including employer's matching contribution (after one year). To apply, please send resume, cover letter, and a short sample of professional writing to ([rbs\\_hr@virginia.edu](mailto:rbs_hr@virginia.edu)). We welcome inquiries. Applications should be tendered before 15 July, if at all possible; thereafter, applications will be considered on a rolling basis until a successful applicant is found. Rare Book School is an equal opportunity employer committed to diversity, equity, and inclusiveness.

## 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](#):

Sponsored

**[Public Services Manager \(Librarian\) / MERIT \(Media, Education Resources & Information Technology\) at the University of Wisconsin Madison, School of Education / Madison, WI / Apply by 7/31](#)**

Other jobs

Reference Librarian / Franklin Public Library / Franklin, WI / Apply by 7/14 / Job Posting: Apply by 9:00 a.m., Monday, July 15th, 2019, Reference Librarian. Franklin Public Library is currently accepting applications for a full-time reference librarian. Hours will include some evenings and weekends. Along with reference and collection development responsibilities, this position will be responsible for the library's technology resources, including troubleshooting computer problems, updating the Library website and social media accounts, and overseeing the direction of technology changes. QUALIFICATIONS: Master's degree in Library Science with 1 year relevant experience. Must have a working knowledge of current technologies and trends (including Windows 10) and be comfortable with various social media platforms (Instagram, Facebook, etc.). SALARY & BENEFITS: Anticipated starting salary will be \$52,668 - \$60,000/year + full benefit package including the WI Retirement System pension plan and dual option health insurance plans. View job description and apply online at [www.franklinwi.gov](http://www.franklinwi.gov). City applications and a personal resume must BOTH be received by 9:00 a.m. on Monday, July 15th to be considered.

## **Wyoming**

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

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## **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 Public Library Service / Edmunston, New Brunswick, Canada / Apply by **7/18**

[Bilingual Reference Librarian](#) / Moncton Public Library, New Brunswick Public Library Service / Moncton, New Brunswick, Canada / Apply by **7/12**

[Bilingual Library Director](#) / Grand Falls Public Library, New Brunswick Public Library Service / Fredericton, New Brunswick, Canada / Apply by **7/27**

1 Year Bilingual Children's Librarian / Mgr W.J. Conway Public Library, New Brunswick Public Library Service / Edmunston, New Brunswick, Canada / Apply by **7/18** / 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 Children's Librarian at the Mgr W.J. Conway Public Library in Edmunston. As a member of the library team, the Children's Librarian participates in the development, provision, and evaluation of library service for children in the library and in the region. Reporting to the Head of Children's Services, the successful candidate will provide library service to children by: supervising staff, planning, promoting, delivering and evaluating library programs and services, including outreach initiatives and services for special needs populations; 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: \$1,729 to \$2,417 bi-weekly. The deadline for applications is: July 18, 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](mailto:NBPLS-SBPNB.HSJ@gnb.ca).

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