

# 2019 INALJ Jobs

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8.12.2019

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Issue 141 (includes all of 140)

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

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## SPONSORED

[Social Science Reference, Instruction, & Collections Librarian](#) / The University of North Dakota's Chester Fritz Library (CFL) / Grand Forks, ND

[Assistant Department Head, Bookmobile and Outreach Services - Full Time](#) / Montgomery County-Norristown Public Library / Norristown, PA

[Instructor Librarian & Coordinator of Access Services](#) / University of South Carolina Upstate / Spartanburg, SC

## USA

### USA – Virtual Work

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

[One Year Contract Executive Director](#) / Art+Feminism / Remote / Apply by **8/13**

### 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](#):

[Resource Acquisitions Librarian](#) / University of California, Berkeley / Berkeley, CA / Apply by **8/30**  
[Acquisitions Specialist](#) / CSU Northridge Oviatt Library

**Colorado**

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

[Instruction & Research Librarian](#) / Colorado Mesa University & Western Colorado Community College  
/Grand Junction, CO

**Connecticut**

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

[Information Services Assistant](#) / Trinity College / Hartford, CT

Part-Time Library Assistant / Babcock Library / Ashford, CT / Part-Time Library Assistants - Babcock Library, Ashford. Anticipated Openings, 2 positions: Part-time Library Assistant, 5-10 and 15-20 hours per week. The Babcock Library in Ashford, Connecticut seeks a friendly, tech-savvy, customer oriented individual to assist patrons at service desks, and other duties. (Must have working experience in Evergreen.) Every other Saturday 9-2 is required, and every other Wednesday evening is required. To be

considered, please submit a resume, cover letter, and list of references to Carolann Mac Master, Library Director: [cmacmaster@babcocklibrary.org](mailto:cmacmaster@babcocklibrary.org). This position will remain open until filled.assistant Library Director/Children's Librarian / Prospect Public Library / Prospect, CT / Assistant Library Director/Children's Librarian – Prospect Public Library. Full Time Union Position (40 hours). This position reports to the Library Director and: is responsible for the scope, vision and operation of the Children's Department including outreach programs in the community for children and young adults; will act in a leadership capacity in collaboration with the Director and assumes full responsibility for supervision of the Library in the absence of the Director.Responsibilities of the Assistant Director/Children's Librarian also include: assisting with reference services for library patrons, supervising library pages and volunteers, ordering and processing of children's library materials, compiling library statistics, writing publicity for library events, assisting patrons in the use of library databases and with computer problems, as well as performing other tasks as assigned by the Director.Candidate must have experience working with children's library and/or educational services. Excellent administrative, supervisory, planning and organizational skills are required. A knowledge of library reference materials both print and online is needed.A high level of computer expertise, experience with online circulation systems and a minimum of one year of supervisory experience are required. Experience working with a library website and social media would be beneficial.Candidate must have MLS degree from an ALA accredited institution. Salary Range is \$47,713 to \$49,025 per year with medical and vacation benefits.Please send cover letter and resume to John Wiehn, Library Director, Prospect Public Library, 17 Center Street, Prospect, CT 06712 or email to [libraryprospect@yahoo.com](mailto:libraryprospect@yahoo.com) . Position open until filled.

## **DC (Washington, DC)**

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

[Electronic Resources/Serials Librarian](#) / Supreme Court of the United States / Washington, D.C. / Apply by **8/23**

[Systems Librarian](#) / LAC Group / Washington, D.C.

[Library Technician](#) / LAC Group / Washington, D.C.

## **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](#):*

[Head of Cataloging and Metadata](#) / Embry-Riddle Aeronautical University / Daytona Beach, FL

[Acquisitions Librarian](#) / Hunt Library, Embry-Riddle Aeronautical University / Daytona Beach, FL / Apply by **9/9**

[Senior Librarian, Head of Reference](#) / Lee County Library System / Lehigh Acres, FL / Apply by **8/20**

[Scholarly Communications Librarian](#) / Florida Institute of Technology / Melbourne, FL  
[Health & Human Services Librarian](#) / Florida Gulf Coast University / Ft. Myers, 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](#):*

[ILL Supervisor](#) / University of Idaho / Moscow, ID / Apply by **8/15**

## **Illinois**

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

[Administrative Assistant](#) in the Library of the Health Sciences – Chicago at UIC/ Apply by **8/12**  
[Acquisitions and E-Resources Librarian](#) / DePaul University / Chicago, IL  
[Director](#) / Danville Public Library / Danville, IL

## **Indiana**

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

[Head, Electronic Resources Acquisitions](#) / Indiana University Libraries / Bloomington, IN / Apply by **8/30**  
[Part-time Public Services Associate II](#) / Wayne Branch, Indianapolis Public Library / Indianapolis, IN /  
Apply by **8/13**  
[CEO – Director](#) / Evansville Vanderburgh Public Library / Evansville, IN / Apply by **9/29**

## **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](#):

[Social Sciences Librarian](#) / University of Kentucky / Lexington, KY / Apply by 8/23

## **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](#):

[Director of Library and Academic Support](#) / Chesapeake College / Wye Mills, MD / Apply by 9/12

[Web Development Specialist](#) / PGCMLS / Largo, MD

[Program & Outreach Coordinator](#) / Anne Arundel County Public Library / Annapolis, MD / Apply by 8/30

Par-time On Call Substitute Librarian / NIH Patient Library / Bethesda, MD / Apply by 8/15 / Part-Time Substitute Librarian at Small Patient-focused Library on NIH Campus. Contract management firm seeks part-time substitute librarian, on an as-needed, on-call basis, for weekday shifts at Patient Library, NIH, Bethesda Campus. Schedule is primarily 10:30 AM to 3:30 PM, with some flexibility, working under the supervision of an experienced patient librarian. Duties include staffing circulation/information desk; responding to patient and caregiver inquiries with utmost courtesy, updating patron database on Follett library software, and performing other duties as assigned. Required qualifications include an MLS degree from an accredited program, excellent customer service, communication and interpersonal skills, strong public service orientation and an optimistic, caring and kind disposition. Individual must be current on all

immunizations and provide results of a recent Tuberculin skin test before hire. Applicant must also be able to pass a government background check. Spanish language skills are helpful. EOE. Send resumes and cover letter by August 15th to Marie Kaplan, Librarian, NIH Patient Library, by email, [mkaplan@cc.nih.gov](mailto:mkaplan@cc.nih.gov) . No phone calls please.

[Administrative Operations Coordinator](#)- Loyola Notre Dame Library, Baltimore City  
[Archives and Special Collections Paid Internship](#), Loyola Notre Dame Library, Baltimore City  
[Collections Assistant](#)/Loyola Notre Dame Library, Baltimore City  
[Interlibrary Loan Assistant](#)/ Loyola Notre Dame Library, Baltimore City  
[Late Night Help Desk Assistant](#). Loyola Notre Dame Library, Baltimore City

## **Massachusetts**

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

[Customer Support & Success Specialist - Credo Reference](#) / InfoBase Holdings / Boston, MA

## **Michigan**

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

[Part-time Support Services Clerk](#) / Novi Public Library / Novi, MI  
[Library Assistant I](#) / William P. Faust Public Library / Westland, MI  
[Lead Librarian I](#) / Muskegon Area District Library / Muskegon, MI  
[Part-time Librarian I \(20 hours\)](#) / Saline District Library / Saline, MI  
[Part-time Librarian I \(4-12 hours\)](#) / Saline District Library / Saline, MI  
[Great Lakes Now Intern](#) / Detroit Public Television / Wixom, MI  
[Part-time Access Services Overnight Supervisor](#) / Oakland University Libraries / Rochester, MI

Part-time Public Services Librarian / Kettering University / Flint, MI / Our Mission - Kettering University prepares students for lives of extraordinary leadership and service by linking transformative experiential learning opportunities to rigorous academic programs in engineering, science, mathematics, and business. More about Kettering: <https://www.kettering.edu/about>. hours: 28 hours per week. Salary: \$20.00 per hour. Apply: Email your resume and cover letter to Dr. Dina Mein, [dmein@kettering.edu](mailto:dmein@kettering.edu). --Kettering is an equal opportunity employer and is committed to broadening the diversity of its workforce--Duties & Qualifications: Staff the Questions Desk, providing research assistance to faculty, students and staff. Participate in chat and email research services. Provide instruction to faculty, students and staff on the use of all library resources in person and online in a friendly and responsive manner. Conduct information and digital literacy instruction and orientation to the library. Demonstrates expertise with information technology, including research databases, LibGuides, discovery systems, integrated library systems, institutional repository systems, and learning management systems. Occasionally working with Kettering University's historical collection, answering research requests and digitizing

collection items. Perform marketing and outreach programs that include collaboration with faculty, staff and students. Serve on library committees. Participate in strategic planning. Master's Degree in Library Science or Information Science.

### **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](#):*

[STEM Research & Instruction Librarian](#) / Pius XII Memorial Library, Saint Louis University / St Louis, MO /

Apply by **8/19**

[Health Sciences Reference Librarian](#) / Saint Louis University / St Louis, 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](#):*

[Head of Collection Development](#) / Saint Anselm College / Manchester, NH

## **New Jersey**

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

[Systems Librarian](#) / Monmouth University / West Long Branch, NJ

Executive Director / Jersey City Free Public Library / Jersey City, NJ / Executive Director Jersey City Free Public Library, Jersey City, The Jersey City Free Public Library seeks a dynamic, visionary leader to serve as its new Library Director (the "Director"). Under the leadership of the Board of Trustees, the Director leads the Jersey City Free Public Library in developing a vision and implementing its strategic goals. The Director works closely with elected officials in the city of Jersey City and with other city departments, divisions and outside agencies. As a highly visible community leader, the Director must have the talent, skill, and energy to exercise considerable initiative, independent judgment and politically savvy acumen to ensure that library services complement the needs and desires of the broader community; and provide high caliber 21st century library services. Established in 1891, the Jersey City Free Public Library has a long history of innovation and service and serves a host of patrons in the most diverse city in the United States. The historic Main Library, six regional branches, three neighborhood branches and a Bookmobile are hubs of activity, with a wide variety of programming for children and adults. The Library has New Jersey's largest and most extensive collection – Biblioteca Criolla -- dedicated exclusively to Spanish-language works, and to presenting Latino culture from all Spanish-speaking nationalities. Library services and collections are provided by an experienced staff of approximately 97 full time staff and approximately 20 part-time staff. In the future, the Library wants to recruit a large group of active volunteers who assist library staff. Once the new Director is installed, The Jersey City Free Public Library Foundation Board, which is distinct from the Board of Trustees, intends to eventually strategize to launch a capital campaign to strengthen financial support for the Library's initiatives: strengthening and increasing children's literacy programs throughout the city; activating library spaces and fostering robust community engagement via programming and other methods; increasing the Library's prominence as a digital community hub; capitalizing on the city's dynamic diversity by addressing the varied interests of the African-American, East Asian, Hispanic, LGBTQ, Millennial and South Asian communities as well as the many affluent people moving to Jersey City; and renovating and modernizing library buildings and infrastructure. Qualifications/Requirements: Successful candidates will bring to the role extensive experience in developing and implementing 21st century library services and programming, demonstrated skill or potential in fundraising at significant levels including cultivating and securing six-figure and, ideally, seven-figure gifts, a singular ability to work with diverse ethnic and cultural groups, an ability to form and leverage partnerships with a variety of constituent groups and a proven ability to lead, develop and manage both a diverse staff and budget well. An MLS, or equivalent, from a program accredited by the American Library Association, and a minimum of ten (10) years of increasingly responsible library management experience is required. MLS or Library School Required: Yes. NJ County (If Applicable): Hudson. Job Focus: Administration/Management. Compensation: \$150,000-\$190,000. How To Apply: Please send resumes to [stanwar@nesc.org](mailto:stanwar@nesc.org).



## **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](#):

[Metadata Librarian](#) / Skidmore College / Saratoga Springs, NY

[Library Director](#) / Honeoye Public Library / Honeoye, NY / Apply by **8/13**

[Library Assistant/Academic Technology Coach](#) / Millbrook School / Millbrook, NY

[Head of Cataloging/Metadata Services](#) / Binghamton University / Binghamton, NY / Apply by **8/15**

[Executive Director](#) / Onondaga Public Libraries / Syracuse, NY / Apply by **8/18**

Part-time Library Assistant / Utica Public Library / Utica NY / Apply by **8/14** / UTICA PUBLIC LIBRARY, Position: Part Time Library Assistant, Children's Room. hours: 25 Hours per week, including evenings and Saturdays. Pay Rate: \$11.51 per hour. SUMMARY OF DUTIES: Perform various support tasks in the Children's Room as well as assisting library patrons. QUALIFICATIONS Associates Degree. Must enjoy working with children and be able to interact successfully with a diverse clientele. Ability to work independently, with attention to detail. Flexibility and a commitment to quality public library service with co-workers. HOW TO APPLY: Please submit a cover letter, resume and three references via e-mail to: [apply@uticapubliclibrary.org](mailto:apply@uticapubliclibrary.org). APPLICATION DEADLINE: Wednesday August 14th, 2019.

Librarian I, Community Engagement / White Plains Public Library / White Plains, NY / Apply by **8/20** / The White Plains Public Library has an opening for a Librarian I, Community Engagement. Strong relationships with the community are the foundation of an excellent library, and community engagement helps create those relationships. As Librarian responsible for community engagement, you will create connections between the Library and organizations and individuals to empower people to take ownership of the Library and its resources. Key actions include: Work closely with colleagues conducting outreach to build on this initial relationship and give community members and organizations a voice in developing programs, services, policies, and more. Facilitate conversations, listening sessions, and one-to-one meetings in which people can envision and express what they want from the Library. Support community members in generating their own ideas; Identify expertise and talents in the community and provide opportunities to welcome this knowledge in the Library; Create space and events for the community's assets to be recognized and utilized; Nurture the development of skills and resources that enable an individual, organization, or community to achieve their goals more effectively and efficiently; Meet community residents where they are, engaging in activities and support outside the Library. This librarian will be assigned to the Adult Services department, reporting to the Manager of Adult Services, but will work with all age levels as well as colleagues throughout the Library. In addition to the activities described above, this librarian will conduct classes and workshops and serve at public service desks as needed. Experience in instruction is a plus, as is fluency in Spanish. Must be available to work evening as well as weekend hours. The successful candidate will also be required to pass a civil service examination and be

reachable for permanent appointment. The City of White Plains is located 25 miles north of New York City in Westchester County. Home to 60,000 residents, the City's population expands to 150,000 every workday as thousands of people travel to the City for work or school. The modern downtown has enjoyed a recent revitalization with expanded shopping and dining options. With a Metro North commuter railroad station and a bus transit center, people from all over Westchester County make White Plains a destination for work, leisure and study. The White Plains Public Library serves the City through one facility, located in downtown White Plains. With a staff of 41 FTE, in 2018 the Library attracted nearly 38,000 people to its programs and circulated over 564,000 items. The Library includes the Trove, a library for children, the Edge, an innovative library for teens that includes a digital media lab, and in 2017 opened the Hub, a working and learning space for adults that include an onsite café. Starting Salary: \$55,991. Minimum Qualifications: Master's degree in library science (MLS) from a program that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices. Special Requirement: Eligibility for a New York State Public Librarian's Professional Certificate at the time of application; possession of certificate at the time of appointment. The City of White Plains is an Equal Opportunity Employer. If interested, please email cover letter and resume to: Tim Baird, Manager of Adult Services, [tbaird@whiteplainslibrary.org](mailto:tbaird@whiteplainslibrary.org) . Please put "Librarian Vacancy" in the subject line. The deadline is Tuesday, August 20

Antiquarian Music Cataloguer / J & J Lubrano Music Antiquarians LLC / Syosset, NY / J & J Lubrano Music Antiquarians LLC in Syosset, NY seeks a Antiquarian Music Cataloguer to work with rare printed and manuscript music; rare books; autograph letters and documents; and scholarly books, prints, drawings, and archival material relating to music and dance. Qualifications:- Strong interest in the history of music and in the preservation of relevant historical artifacts. An appreciation of the marketplace in which such materials are bought and sold desirable. Comprehensive knowledge of the history of Western music. Some cataloguing experience with music special collections material including rare printed and manuscript music; rare books; autograph letters and documents; iconography; and archives, with a solid knowledge of music reference and research tools, both printed and online. Interest in learning and ability to follow in-house cataloging standards and practices as regards format, collation, and bibliography. Good working knowledge of printing history and illustration techniques desirable. Cataloguing proficiency in German, French, and Italian. Excellent keyboarding skills. Strong technological aptitude, including proficiency with the web, social media, MS Word, and Excel. Demonstrated ability to work both independently and collaboratively and to accomplish tasks in a timely manner. Excellent interpersonal, verbal, and written communication skills. How to Apply / Contact: Please submit applications electronically to [info@lubranomusic.com](mailto:info@lubranomusic.com) to include the following: Cover letter detailing qualifications. Curriculum vitae noting degrees and relevant work experience. Names of and contact information for three professional references who are knowledgeable about the applicant's qualifications for the position. Please note that references will be contacted only for individuals under serious consideration.

Adult Services Librarian I / Vestal Public Library / Vestal, NY / Adult Services Librarian – Vestal Public Library; About the Library: The Vestal Public Library, a school district public library that serves a population of 31,800, located in the Town of Vestal in the southern tier of New York. We are part of the Four County Library System. About the position: the Vestal Public Library is seeking an energetic, forward-thinking Librarian I for full-time work at the adult reference desk. The candidate will work with the Director and the staff to ensure that our patron needs are met. Duties: Provide reference and readers/audiovisual/technology advisory service to the public. gather monthly statistics toward the New York State Annual Report. Perform collection development by recommending titles for purchase and/or

deletion.Help provide assistance to the Library Director in oversight of the physical building.Plan and conduct some library programs for adults.Help with the library's Facebook page and website.Perform other tasks that might be assigned.Qualifications and Requirements:patience, discretion, and communication skills.enjoys learning as well as teaching. demonstrates creativity, flexibility and a positive attitude.,remains composed in a busy setting serving patrons and staff with high expectations.,keeps up with professional development and current trends.,experience in website and Facebook maintenance and the ability to learn minor hardware upkeep a plus.,ability to work on a team.,grant writing experience a plus.Minimum qualifications:Master's Degree in Library Science,professional certificate from New York State.Salary and hours: The salary is \$35,469 plus benefits. The hours will include at least one night and weekends.Position is open until filled.Send resume to: Carol Boyce, 320 Vestal Parkway E. Vestal, NY 13850 or Email to: [ve.carol@4cls.org](mailto:ve.carol@4cls.org)

[Access Services Supervisor/Research Services Librarian](#) / Sarah Lawrence College / Bronxville, NY  
[Library Director](#) / The Community Library / Cobleskill, NY / Apply by **8/15**  
[Librarian I, Community Engagement](#) / White Plains Public Library / White Plains, NY / Apply by **8/20**  
[Library Director](#) / Mount Vernon Public Library / Mount Vernon, NY  
[Health Sciences Librarian – Full-Time](#) / North Shore University Hospital / Manhasset, NY  
[Library Director](#) / Fort Hunter Free Library / Florida, NY

## **NYC**

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

Legal Research Teaching Fellow / CUNY School of Law / Long Island City, NY / The CUNY Law School Library is searching for an inaugural Legal Research Teaching Fellow to join us no later than January of 2020.CITY UNIVERSITY OF NEW YORK [LAW LIBRARY] LEGAL RESEARCH TEACHING FELLOWSHIP: City University of New York (CUNY) School of Law is seeking an outstanding candidate to inaugurate a two-year Legal Research Teaching Fellowship within the Law Library, beginning either August 2019 or January 2020. The purpose of the Legal Research Teaching Fellowship is to allow a law librarian at the beginning of their career to gain in-depth teaching and professional and experience by collaborating and teaching with experienced law library faculty in CUNY School of Law's unique legal research program. QUALIFICATIONS: J.D. and M.L.S. degrees are required for this position and both degrees must be completed by the candidate's start date. Candidates who will have completed both of their degrees by May 2019 are encouraged to apply.Preferred qualifications include: 0 – 2 years of law library experience, Excellent interpersonal skills,Demonstrated ability to work collaboratively with others,Legal practice experience,T eaching experience Experience with the "flipped classroom" model and/or experiential learning techniques and methods,Experience with administration and use of various forms of course management systems or other technology that assists communication in the classroom. COMPENSATION:The salary range for this position is \$75,000 – \$85,000 a year, depending on qualifications and experience. This position will also carry health and other benefits as determined by the classification of the position within CUNY guidelines (e.g., health insurance, annual leave and sick leave). The two-year position is non-renewable. HOW TO APPLY:Candidates should send a cover letter explaining their interest in the position, along with a CV/resume to the Human Resources Department at CUNY Law at: [hrpayroll@law.cuny.edu](mailto:hrpayroll@law.cuny.edu) with the subject line: Law Library Fellow. Questions about the position can also be directed to the email listed above. Candidates invited for an interview will need to

provide transcripts showing completion of degree and list of references at that time. Resumes will be reviewed until the position is filled.

[Design Center Coordinator](#) / Barnard College/ NYC  
[Associate Dean for Research and Research Services](#) - NYU Libraries  
[Associate Dean for Teaching, Learning, and Engagement](#) - NYU Libraries  
[Head, Knowledge Acces](#) - NYU Libraries  
[Assistant Director, Facilities](#) - NYU Libraries  
[Data Services Specialist](#) - NYU Libraries  
[NYU-TV Video Production Administrator](#) - NYU Libraries  
[Collections Assistant](#) - NYU Libraries  
[Media Services Technician](#) - NYU Libraries

### **North Carolina**

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

[Archives Intern - Museum Services](#) / Biltmore / Asheville, NC  
[Library Experiences Assistant - Youth](#) / Chapel Hill Public Library / Chapel Hill, NC  
[Online Learning Librarian](#) / Queens University of Charlotte / Charlotte, NC  
[Evening Circulation Supervisor/Reserves Processing Assistant](#) / University of North Carolina at Chapel Hill / Chapel Hill, NC  
[Youth Services Librarian](#) / City of Greensboro / Greensboro, NC  
[Discovery and Resource Sharing Librarian](#) / West Carolina University / Cullowhee, NC  
[Circulation Assistant Supervisor](#) / East Carolina University / Greenville, NC

### **North Dakota**

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

Sponsored

**[Social Science Reference, Instruction, & Collections Librarian](#) / The University of North Dakota's Chester Fritz Library (CFL) / Grand Forks, ND**

### **Ohio**

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

[Part-time Library Specialist](#) / Makerspace, West Chester Library, MidPointe Library System / West Chester, OH

[Part-time Library Specialist](#) / Makerspace, West Chester Library, MidPointe Library System / West Chester, OH

[Part-time Library Specialist](#) / Makerspace, West Chester Library, MidPointe Library System / West Chester, OH

[Part-time Library Associate](#) / MidPointe Library System / West Chester, OH

[Part-time Library Associate](#) / MidPointe Library System / Middletown, OH

[Part-time Library Associate](#) / Outreach, MidPointe Library System / Middletown, OH

[Data Services Librarian](#) / The Ohio State University Libraries / Columbus, OH / Apply by 9/1

## 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](#):

[Acquisitions & Serials Specialist](#) / Reed College / Portland, OR / Apply by 8/12

## Pennsylvania

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

Sponsored

**[Assistant Department Head, Bookmobile and Outreach Services - Full Time / Montgomery County-Norristown Public Library / Norristown, PA](#)**

Other jobs

[Part-Time Library Circulation Technician](#) / Community College of Beaver County / Monaca, PA  
[Instructional Design and Technology Librarian](#) / McGill Library, Westminster College / Wilmington, PA

[Electronic Services Librarian](#) / Waynesburg University / Waynesburg, PA

[Collections & Technical Services Librarian](#). Arcadia University - Glenside PA

[Assistant Archivist](#) / University of Pennsylvania – Penn Museum / Philadelphia, PA

[Museum Library Evening & Weekend Supervisor \(Part Time, Temporary\)](#) / University of Pennsylvania – University Museum / Philadelphia, PA

[Outreach, Instruction & Reference Librarian \(1-year adjunct\)](#) / Shippensburg University / Shippensburg, PA / Apply by 8/12

## **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](#):*

Systems Coordinator / Providence (RI) Community Library / Providence, RI / Systems Coordinator - Providence (RI) Community Library. \$27.88 per hour. Full time w/Benefits. Deadline: External applications accepted until the position is filled. Providence Community Library is seeking a Systems Coordinator who will supervise staff at the Rochambeau library. S/he will successfully manage staff, volunteers, security, and work studies. The position requires creating a professional, team oriented, and productive working environment, as well as an open, inviting atmosphere for library users. S/he will be responsible for the successful delivery of all library services in the building, including collection maintenance, programming, marketing and outreach, and information and readers advisory. The Systems Coordinator will be responsible for managing circulation and customer service procedures and policies across the PCL system. S/he will consult with staff, update policies and procedures, and research and implement innovations and trends in the areas of circulation and customer service. The Rochambeau Systems Coordinator will work together with other Systems Coordinators and library administrators to synchronize services for the whole of PCL. Systems Coordinators serve on the administration team and are responsible for mentoring, supervising, and supporting all public service staff in all library locations, including, but not limited to, situations requiring an immediate or timely response. Duties: Supervises and supports all library staff in their roles; initiates mentoring, professional development, and/or corrective action as needed. Directs day-to-day workflow of the library staff, including but not limited to librarian(s), clerks(s), specialist(s), and volunteers. Approves bi-weekly timesheets and schedules temporary staff as needed. Responsible for scheduling and arranging coverage, including planned and short notice absences. Responsible for monitoring and reporting security, maintenance, and custodial issues. This includes training the security guard on PCL procedures. Maintains close communication with the Facilities Department. Ensures delivery of successful customer service and impactful programs by responding to community needs. Collaborates with community organizations, elected officials, and schools to promote and facilitate their use of the library and to foster strategic partnerships. Markets library collections, programs, services and resources. Collects, maintains and analyzes library statistics. Serves as liaison to the library's Friends Group. Works with other PCL Systems Coordinators, Library Director, and Chief Operating Officer to analyze, plan, and implement neighborhood library services, library layout and design, and facilities upgrades. Actively supports teamwork. Conducts meetings as needed to keep staff up to date on policies, procedures and other library developments. Reviews effectiveness of library service policies and procedures, recommending updates as needed. Maintains knowledge and professional skills in specialty areas of circulation and customer service. Regularly communicates relevant information to PCL staff. Requirements: MLS from an ALA accredited program. Five years of professional library experience which includes supervisory management experience with at least 3 years

(or equivalent) in a public library setting. Bilingual English/Spanish is a plus. Send resume, cover letter and three references to: Maria Melvin, HR Manager, [mmelvin@provcomlib.org](mailto:mmelvin@provcomlib.org), (401) 467-2700 x.1606.

### **South Carolina**

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

Sponsored

**[Instructor Librarian & Coordinator of Access Services](#) / University of South Carolina  
Upstate / Spartanburg, SC**

### **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](#):*

**[Instruction Librarian](#) / Jackson State Community College / Jackson, TN / Apply by 8/25**

### **Texas**

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

**[Music Cataloging & Metadata Associate](#) / 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](#):*

**Virginia**

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

[Campus Librarian Position](#) / Stratford University / Alexandria, VA

[Digital Coordinator](#)/PBS Distribution. Arlington

[Associate Manager, Program Data](#)/PBS Distribution. Arlington

[Manager, Production Operations](#)/PBS Distribution. Arlington

**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](#):*

[Youth Services Librarian](#) / Fond du Lac Public Library / Fond du Lac, WI / Apply by **8/23**

[Electronic Resources Librarian](#) / Univ. of Wisconsin-Whitewater / Whitewater, WI / Apply by **8/30**

[Director](#) / Friday Memorial Library / New Richmond, WI

**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](#):*

[Associate Chief Librarian, Engagement and Access](#) / University of British Columbia, Okanagan Campus Library / Kelowna, British Columbia, Canada / Apply by **9/1**

### **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](#):*

## **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](#):*

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## **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](#):*

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## **International (other countries)**

### **International**

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