

# 2019 INALJ Jobs

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9.3.2019

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Issue 154

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

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## Connecticut

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[Part-Time Marketing/PR Coordinator](#) / Mystic & Noank Library / Mystic, CT / Apply by 9/6

[Digital Scholarship Librarian](#) / Fairfield University / Fairfield, CT

[Library Specialist for Licensed Resources](#) / Fairfield University / Fairfield, CT

Children's & Teen Services Assistant / Berlin-Peck Memorial Library / Berlin, CT / Apply by 9/13 at 1pm / The Berlin-Peck Memorial Library is accepting applications for the position of Children's & Teen Services Assistant. Salary: \$17.00 per hour, with no benefits. Hours: 14.5 per week. We're looking for a creative and enthusiastic individual to join our Children's & Teen Services team. Primary responsibilities include providing service at the Children's Reference Desk; programming for children and teens; promoting library use and services to children, teens, and caregivers; and processing of library materials. Excellent communication and technology skills, including working knowledge of Microsoft Office and social media, are required. Familiarity with Sierra/Encore a plus. The schedule is Mondays from 3-8 PM; Saturdays in rotation; other hours are flexible. When working a Saturday you'll have a day off during the week. Bachelor's degree and a minimum of two years of related experience working with children within a library setting required or the equivalent combination of education and experience. MLS students are encouraged to apply. Please submit a cover letter, resume, and completed Town of Berlin Job Application to the Office of the Town Manager by 1:00 PM, Friday, September 13: [https://www.town.berlin.ct.us/egov/documents/1547570000\\_3927.pdf](https://www.town.berlin.ct.us/egov/documents/1547570000_3927.pdf).

Shelver / Wilton Library / Wilton, CT / Shelver, Wilton Library is seeking an energetic, detail-oriented individual to begin year-round part-time employment in September 2019. This position is for 3-4 2 or 3 hour daytime shifts per week and 1 Saturday and 1 Sunday afternoon shift (4 hours) every 4 weeks on rotation, averaging 6-12 hours per week. The Shelver position entails a focus on attention to detail. Shelves return items to the shelves in the adult, teen, and children's collections. In addition, Shelves check in and cart the returned items from the afternoon book bin. Candidates must have the ability to alphabetize and arrange items in numerical order according to the Dewey Decimal system. In addition, candidates should possess proficient computer skills (Windows 10, Microsoft Office 2016, Email), a willingness to learn, and the ability to work independently. This position involves bending, lifting, standing for long periods of time, and pushing and pulling fully stocked carts weighing approximately 100-150 pounds, so candidates should have the physical stamina and agility necessary to perform the functions of the job. Prior shelving experience a plus. Applications can be obtained at the library or online ([https://www.wiltonlibrary.org/sites/default/files/Wilton\\_Library\\_Employment\\_Application\\_020719.pdf](https://www.wiltonlibrary.org/sites/default/files/Wilton_Library_Employment_Application_020719.pdf)). Please email resume and completed application to [employment1@wiltonlibrary.org](mailto:employment1@wiltonlibrary.org). Position will remain open until filled. Wilton Library Association is an Equal Opportunity Employer.

Circulation Assistant / Wilton Library Association / Wilton, CT / Circulation Assistant - Wilton Library Association. Wilton Library is seeking an energetic, service-oriented individual to begin year-round part-time employment in September 2019. Hours for this position are Wednesday and Thursday evenings

(5:00-8:00), Friday afternoon (3:00-6:00) with two Saturday afternoons (1:00-5:00) per month, averaging 9-13 hours per week. The Circulation Assistant position entails a focus on customer service and ability to multitask. Candidates must hold a high school diploma or higher and be able to deal simultaneously with multiple tasks and customers. Prior retail or banking experience ideal. He/She should be able to work effectively in a team environment and possess excellent interpersonal and telephone skills, computer skills (Windows 10, Microsoft Office 2016, Email), a willingness to learn, and a sense of humor. Polaris ILS experience a plus. Calendar software experience preferred. In addition, candidates should have the physical stamina, agility, and attention to detail required to attend to customer needs in a busy environment. The position will remain open until filled. Applications can be obtained at the library or online ([https://www.wiltonlibrary.org/sites/default/files/Wilton\\_Library\\_Employment\\_Application\\_020719.pdf](https://www.wiltonlibrary.org/sites/default/files/Wilton_Library_Employment_Application_020719.pdf)). Please email resume and completed application to [employment1@wiltonlibrary.org](mailto:employment1@wiltonlibrary.org). Wilton Library Association is an Equal Opportunity Employer.

Circulation Assistant / East Lyme Public Library / East Lyme, CT / Apply by 9/3 / Circulation Assistant - East Lyme Public Library. The East Lyme Public Library seeks an energetic, enthusiastic, public service oriented individual to work part-time in the Circulation Department. The ideal candidate should enjoy working with the public, be detail oriented, and provide excellent customer service. Duties primarily include: checking items in and out, registering patrons, answering the telephone, putting book carts in order, assisting patrons with library resources, and patron registration. Familiarity with III Millennium system helpful, computer experience required, previous library experience helpful. Shifts will vary: including days, nights, and weekend hours. Submit your cover letter and resume to Lisa Timothy, Executive Director, East Lyme Public Library, 39 Society Road, Niantic, CT 06357 or [ltimothy@ely.lioninc.org](mailto:ltimothy@ely.lioninc.org) by September 3, 2019.

Part-time Reference Librarian / East Lyme Public Library / East Lyme, CT / Apply by 9/3 / Reference Librarian (P/T) - East Lyme Public Library. The East Lyme Public Library is seeking an enthusiastic, tech savvy, part-time Librarian dedicated to providing excellent customer service. The ideal candidate should be knowledgeable in reference and research techniques, enjoys responding to the information needs of library customers and is committed to exceptional customer service. Specific responsibilities include providing reference and readers' advisory service and teaching technology such as eReaders, tablets, smartphones, online databases, etc. in a group and/or one-on-one environment, assisting with publicity-print and social media. Shifts will vary: including days, nights, and weekend hours. Master's Degree in Library Science from an ALA-accredited library school is preferred for this position. Submit your cover letter and resume to Lisa Timothy, Executive Director, East Lyme Public Library, 39 Society Road, Niantic, CT 06357 or [ltimothy@ely.lioninc.org](mailto:ltimothy@ely.lioninc.org) by September 3, 2019.

Part-Time Children's Library Assistant / Berlin-Peck Memorial Library / Berlin, CT / Apply by 9/13 at 1pm / Part-Time Children's Library Assistant - Berlin-Peck Memorial Library. The Berlin-Peck Memorial Library is accepting applications for the position of Children's & Teen Services Assistant. Salary: \$17.00 per hour, with no benefits. Hours: 14.5 per week. We're looking for a creative and enthusiastic individual to join our Children's & Teen Services team. Primary responsibilities include providing service at the Children's Reference Desk; programming for children and teens; promoting library use and services to children, teens, and caregivers; and processing of library materials. Excellent communication and technology skills, including working knowledge of Microsoft Office and social media, are required. Familiarity with Sierra/Encore a plus. The schedule is Mondays from 3-8 PM; Saturdays in rotation; other hours are

flexible. When working a Saturday you'll have a day off during the week. Bachelor's degree and a minimum of two years of related experience working with children within a library setting required or the equivalent combination of education and experience. MLS students are encouraged to apply. Please submit a cover letter, resume, and completed Town of Berlin Job Application ([https://www.town.berlin.ct.us/egov/documents/1547570000\\_3927.pdf](https://www.town.berlin.ct.us/egov/documents/1547570000_3927.pdf)) to the Office of the Town Manager by 1:00 PM, Friday, September 13.

Part-Time Librarian for Children's and Teen Services / Chester Public Library / Chester, CT / Part-Time Librarian for Children's and Teen Services – Chester Public Library. The Chester Public Library is looking for a dynamic part-time Children's and Teen Services Librarian. This person will be responsible for planning, publicizing and conducting all programs for children and teens, including weekly story times and a full calendar year of programs, along with reader's advisory, assist patrons and perform other duties related to the library all within the framework of a part-time position. The successful candidate will possess creativity, flexibility, great communication skills, and experience helping children and teens. MLS or credits toward their degree preferred. Must have experience and familiarity with library technology and online resources. Salary: \$18.00/hr for an 18 hour work week with no paid benefits. Days include Mondays, Wednesdays and Saturdays. All interested candidates should email a cover letter and resume to Stephanie Romano, Library Director, at [librarydirector@chesterct.org](mailto:librarydirector@chesterct.org). This position will remain open until filled. The Town of Chester is an Equal Opportunity Employer.

Marketing/PR Coordinator / Mystic & Noank Library / Mystic, CT / Apply by 9/6 / Marketing/PR Coordinator - Mystic & Noank Library. Are you a creative, focused self-starter with exceptional communication skills who loves libraries? We are looking for a part-time Marketing/PR Coordinator to promote our Library programs and events and manage our online presence. This is a part-time position, approximately 8-12 hours per week. Send letter, resume and three professional references to: [director@mysticnoanklibrary.org](mailto:director@mysticnoanklibrary.org) by September 6. For more information, including position description and application instructions, please visit <https://www.mysticnoanklibrary.org/employment.asp>.

Long Term Substitute Library Media Specialist / Milford Public Schools / Milford, CT / Long Term Substitute Library Media Specialist - Milford Public Schools. Long Term Substitute Library Media Specialist needed to cover a leave of absence beginning early September. This is a split position between Pumpkin Delight Elementary School and The Academy. Current CT certification as School Library Media Specialist (062) required. Salary is \$90/day for the first 30 consecutive working days in the assignment and then will increase to \$247.50/day from day 31 and lasting through the remainder of this assignment. There are no benefits associated with this position. Interested applicants should apply online through the job posting at [www.milforded.org](http://www.milforded.org) in order to be considered for the position. No phone calls please.

Library-Media Specialist / Hall Memorial Middle School / Willington, CT / Library-Media Specialist - Hall Memorial Middle School, Willington. Hall Memorial Middle School is seeking a 1.0 FTE Library-Media Specialist in grades 5-8 beginning in the 2019-20 school year. The successful candidate will demonstrate the following: Expertise in the developmental needs of students in grades 5-8. Expertise in delivering engaging and relevant technology/library instruction to students. Knowledge of quality literature for young people. The ability to foster positive rapport with students, staff, and families through effective communication. Experience with restorative practices and logical consequences. Knowledge of current

best practices in library-media programs. Ability to facilitate high-quality school news broadcasts. Ability to successfully organize, manage and inventory the physical resources of a school library. The desire to engage in professional learning. A valid Connecticut Teaching Certificate 062. All applications must be submitted by emailing [pstevens@willingtonct.org](mailto:pstevens@willingtonct.org) and include: Resume, Letter of interest, CT certificate, Transcripts, 3 current letters of recommendation. Hall Memorial School is a 5-8 school in Willington, Connecticut. The school currently has a student population of approximately 200 students. In addition to our wonderful students, there are 45 teachers and staff members all of whom are dedicated to seeing every student reach their full potential. HMS boasts a new innovative student schedule that allows students to self-direct their learning and teachers to differentiate to meet the needs of each learner. For more information on our amazing school please visit <http://www.willingtonpublicschools.org/> , <https://www.facebook.com/HMSWillington/> or <https://twitter.com/WLGTNSchools>.

Library Media Specialist, High School / Wallingford Public Schools / Wallingford, CT / Library Media Specialist, High School - Wallingford Public Schools is seeking CT certified candidates for an anticipated Library Media Specialist position at the high school level. Location: Lyman Hall High School. Please complete our on-line application (<https://www.applitrack.com/wallingford/onlineapp/JobPostings/view.asp?AppliTrackJobId=594> ) ASAP. EOE

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

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

#### **Delaware**

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#### **Florida**

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[Library Assistant](#) / Star Branch, Ada Community Libraries / Star, ID

**Illinois**

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[Program Supervisor](#), Skokie Public Library

**Indiana**

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**Kansas**

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## **Kentucky**

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[Teaching Assistant Professor in Information Communication Technology](#) / School of Information Science, University of Kentucky / Lexington, KY

[Teaching Assistant Professor in Information Communication Technology](#) / School of Information Science, University of Kentucky / Lexington, KY

## **Louisiana**

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[Director](#) / Ascension Parish Library / Ascension Parish, LA

## **Maine**

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[Technical Services and Metadata Librarian](#) Colby College: Library, Waterville

## **Maryland**

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## **Massachusetts**

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Other jobs

[Electronic Resources Librarian](#) / Mugar Library, Boston University Libraries / Boston, MA



## **Michigan**

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[Part-time Public Services Librarian](#) / Kettering University / Flint, MI

[Electronic Resources Librarian](#) / Kettering University / Flint, MI

[Electronic Resources Specialist](#) / Kettering University / Flint, MI

[Acquisitions Manager](#) / Clinton-Macomb Public Library / Clinton Township, MI

## **Minnesota**

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[Head of Research & Learning](#) / University of Minnesota Duluth Kathryn A. Martin Library / Duluth, MN

## **Mississippi**

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## **Missouri**

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**Nebraska**

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**New Mexico**

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Librarian / Air Force Research Laboratory (AFRL) Phillips Research Site (PRS) Technical Library / Albuquerque, NM / JOB SUMMARY: The Librarian position includes the full range of librarian duties and requires the ability to work independently while maintaining effective working relationships with all levels of staff and library customers. The Librarian must be able to think analytically and have effective verbal and written communication skills. The Librarian must have demonstrated experience of strong customer service. ESSENTIAL DUTIES AND RESPONSIBILITIES: Provides reference services at the level of mediation requested by the customer to include referral to other base and DoD programs, and active participation in consortia, networks, resource sharing and cooperative activities. Will use available regional or national DoD sponsored bibliographic databases. Conducts database literature searches using appropriate commercial databases and open literature sources, documenting the search results for the requesting customer. Assists in collection development & maintenance activities, including inventory. Provides scheduled daily coverage of the point of service desk with the ability to conduct basic circulation duties. Maintains and manages the integrated library system (ILS). Instructs customers in the use of library resources. Participates in marketing and outreach activities. Assists with Document delivery service (DDS) and Interlibrary Loan services when needed. Utilizes knowledge of digitization methodology and electronic resources management best practices. Assists in maintaining library web presence, to

include Sharepoint.Maintains relationships with electronic resources vendors.QUALIFICATIONS: Master's Degree in Library and Information Science from an ALA accredited program,Minimum of one year experience in scientific or technical libraries,working knowledge of computers, Microsoft Windows, and Microsoft Office software,Ability to obtain a DoD Secret Security Clearance.Please submit all resumes to: [careers@mchcorp.com](mailto:careers@mchcorp.com).

### **New York (state)**

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[Special Collections Librarian](#) / Binghamton University / Binghamton, NY  
[Head of Cataloging/Metadata Librarian](#) / Binghamton University / Binghamton, NY  
[Hourly Librarian](#) / North Castle Public Library, Westchester Library System / Armonk, NY  
[Hourly Page](#) / North Castle Public Library, Westchester Library System / Armonk, NY  
[VR/AR/Immersive Technology Developer/Programmer](#) / Hamilton College / Clinton, NY

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**Oklahoma**

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**Oregon**

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Upstate / Spartanburg, SC**

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[Instruction Librarian](#) The University of Houston

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### **Vermont**

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### **Virginia**

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VA / Apply by **9/20**

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**Wisconsin**

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**Wyoming**

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**Newfoundland & Labrador**

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## **UK & Ireland**

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### **UK**

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### **International**

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