

2016 INALJ Jobs

Naomi House
James Adams & Chloe McLaren,
Content Managing Editors

Aisha Conner-Gaten
Content Editors- Submissions Formatters

10.14.2016

Issue 165.16

Sponsored jobs

*

[USA jobs](#) * [Canada jobs](#) * [UK jobs](#) * [International \(other\) jobs](#)

SPONSORED

[Branch Manager \(San Luis Branch\)](#) / Yuma County Libraries / Yuma County, AZ

[Library Scientist \(part-time\)](#) / Sutter Hill Ventures / Silicon Valley, CA

[Digital Services Librarian](#) / Public Library / Santa Barbara, CA/ Apply by **10/19**

[Branch Experience Manager](#) / Evansville Vanderburgh Public Library / Evansville, IN

[Young People's Services Assistant](#) / Elkhart Public Library/ Elkhart, IN/ Apply by **10/17**

[Librarian](#) / Institute for Advanced Study / Princeton, NJ

USA

USA – Virtual Work

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

http://inalj.com/?page_id=56476

Alabama

to find more sites to job hunt at in AL check out INALJ Alabama home page: http://inalj.com/?page_id=56451

Alaska

to find more sites to job hunt at in AK check out INALJ Alaska home page: http://inalj.com/?page_id=56453

Arizona

to find more sites to job hunt at in AZ check out INALJ Arizona home page: http://inalj.com/?page_id=56455

Arkansas

to find more sites to job hunt at in AR check out INALJ Arkansas home page: http://inalj.com/?page_id=56457

California

to find more sites to job hunt at in CA check out INALJ California home page: http://inalj.com/?page_id=75425

[Senior Assistant Librarian](#)/ Cal Poly Pomona University Library / CA

Colorado

to find more sites to job hunt at in CO check out INALJ Colorado home page: http://inalj.com/?page_id=56461

Connecticut

to find more sites to job hunt at in CT check out INALJ Connecticut home page: http://inalj.com/?page_id=56463

[Library Aide \(Children's Services\)](#). Fairfield Public Library/ CT/ Apply by 10/21

[Reference/Teen Librarian](#)-Southington Public Library/ CT/ Apply by 10/21

[Project Manager](#) – Full Time..Hartford Public Library/ CT/ Apply by 10/28

DC (Washington, DC)

to find more sites to job hunt at in DC check out INALJ DC home page: http://inalj.com/?page_id=56468

Delaware

to find more sites to job hunt at in DE check out INALJ Delaware home page: http://inalj.com/?page_id=56466

Florida

to find more sites to job hunt at in FL check out INALJ Florida home page: http://inalj.com/?page_id=76843

Georgia

to find more sites to job hunt at in GA check out INALJ Georgia home page: http://inalj.com/?page_id=56472

[Information Services Librarian \(Part-time\)](#) / Athens-Clarke County Library / Athens, GA

[Branch Library Assistant – Children’s Services Specialist \(part-time\)](#) / Lavonia – Carnegie Library / Lavonia, GA

[Collection Support Aide \(15 hr/wk\)](#) / Forsyth Public Library / Cumming, GA / Apply by 10/18

[Librarian- Instructor – Assistant Professor \(Alpharetta Campus\)](#) / Georgia State University / Atlanta, GA / Apply by 11/1

[Librarian, Visual Resources, Art History Department](#) / Emory College of Arts and Sciences, Atlanta, GA/ Apply by 11/22

Hawaii

to find more sites to job hunt at in HI check out INALJ Hawaii home page: http://inalj.com/?page_id=56474

Records Management Facilitator Internship / U.S. Fish & Wildlife Service Marine Monuments of the Pacific Office, located in Honolulu, Hawaii / Apply by 10/25/ SUMMARY: The U.S. Fish & Wildlife Service Marine Monuments of the Pacific Office, located in Honolulu, Hawaii is looking for three Records Management Facilitator interns to assist in organizing our holdings. Our offices have extensive historical files, spanning decades, which document the management, political history, and scientific research surrounding 22 national wildlife refuges and 4 marine national monuments throughout the Pacific. The collections consist of both analog and digital records, with formats including paper, photographs and slides, motion picture film, disks, CD-ROMs, audio tapes, and electronic databases. We will be bringing on a Project Lead and a Project Assistant for the Honolulu office as well as a Project Assistant for refuge offices located on Kauai. We are looking for three motivated, resourceful, and conscientious information professionals to become our in-house experts on all things information. The records management facilitators will be responsible for following a records schedule, organizing and digitizing files, keeping a records inventory, and disposing of files accordingly or transferring them to the National Archives and Records Administration. You will gain hands-on experience with electronic records, preservation, digitization, metadata, records management, content management systems, and other disciplines. You will also gain experience prioritizing tasks, collaborating and coordinating with other staff, establishing guidelines and best practices, networking with other information professionals for support and information sharing, and training others on policies and procedures. The main responsibility of the rotation is to digitize and increase access to the records. Good time management skills are necessary as your daily work will be self-supervised and self-initiated. This is a particularly important skill for the the Kauai intern as he or she will need to balance their time between two refuges based on record needs. While most of the Honolulu work will be conducted in the office, there are opportunities to travel to different refuges on O'ahu based on their records needs. We will count on you to guide us by making policy recommendations, workflow decisions, and strategies for future records practices. QUALIFICATIONS: Required:

- Ability to work independently and make well-researched decisions with limited supervision.
- Superb organizational and planning skills.
- Ability to recognize inefficiencies and recommend practical solutions.
- Interest in a unique, nuanced project that includes many aspects of information science and other fields.
- Ability to balance theory and idealism with fiscal and logistical limitations in a non-traditional information setting.
- Ability to learn and operate various hardware devices and software programs.
- Adherence to established guidelines and policies both professional and organizational.

Preferred:

- A general background in biology, environmental science, or related field.
- Work experience, internship experience, or coursework in archival science, records management, library science or a combination of applicable fields.
- Experience with scanning equipment, Microsoft software, Adobe Acrobat and content management platforms.
- Experience with records retention and disposition schedules.
- Experience cataloging or working with metadata.

SCHEDULE: A 6-month, full-time (40 hours per week) schedule is preferable. However, the schedule is flexible and is negotiable depending on the needs of the office and interns. COMPENSATION: The internship is unpaid, but we can offer free agency housing and subsidy for use of public transportation (\$60 a month bus pass) for Honolulu interns and a government car for transportation to and from work for the Kauai intern. At the end of the internship, interns will be awarded \$1,500. Furthermore, depending on your school's program requirements, you may be able to receive credit for this internship. TRAVEL AND LODGING: The Service will provide roundtrip airfare to and from Honolulu or Kauai, including reimbursement for luggage and transportation from the airport, if necessary. Housing will be provided free of charge at a communal agency bunkhouse, which can accommodate up to seven people in Honolulu

and up to thirteen people on Kauai. SURROUNDINGS: Our office is located in downtown Honolulu and the agency bunkhouse is located a short walk from the Waikiki neighborhood of Honolulu. Both locations are along popular bus routes. Bunkhouse residents enjoy the convenience of nearby grocery stores, drugstores, coffee shops, and a nearby library within walking distance. Our Kauai offices and rustic bunkhouse are situated on the wildlife refuge and offer an unrivaled view of native Hawaiian wildlife. There are nearby hiking trails, local shops, eateries, and a public library. Nearby beaches are accessible by bus. Weekends, holidays, and off hours can be spent exploring Hawaii. Opportunities abound to kayak, surf, fish, stand-up paddleboard, swim, snorkel and enjoy the many beaches, parks, hiking trails, historical landmarks, and gardens. BACKGROUND: The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The National Wildlife Refuge System, managed by the Service, is the world's premier system of public lands and waters set aside to conserve America's fish, wildlife, and plants. The Records Management Facilitators will make a difference for some of the world's most remarkable and unique natural resources as our office continues to accomplish great things in the Pacific. You will gain awareness of wildlife refuge management, island and marine ecosystems, and many endangered and unique plant and animal species. Just recently, one of our monuments, Papahānaumokuākea, was expanded by Presidential order into the largest marine protected area in the world. This internship is an amazing opportunity to see history in the making as the Service and its partners launch its management plans for the monument. Both the Honolulu and Kauai offices are team oriented and promote a strong work/life balance. As scheduling allows, there are extracurricular opportunities available, including field trips to remote worksites, assisting in biological surveys and participation in other office functions and events. APPLICATION PROCESS: To apply, send an attached resume and brief cover letter to Donna Marchessault at donna_marchessault@fws.gov. Please have the subject of the email state "RMF Application". The deadline for applications is October 26, 2016 at 7 AM HST. CONTACT: Donna Marchessault, Marine Monuments of the Pacific Office, U.S. Fish and Wildlife Service, 300 Ala Moana Blvd., Suite 5-231, Honolulu, HI 96850 (808) 792-9525

Idaho

to find more sites to job hunt at in ID check out INALJ Idaho home page: http://inalj.com/?page_id=56478

Illinois

to find more sites to job hunt at in IL check out INALJ Illinois home page: http://inalj.com/?page_id=56480

[Law Library Teaching Professor](#)/Associate Director for Access & Operations/University of Illinois at Urbana-Champaign, College of Law Library / Champaign, IL

Indiana

to find more sites to job hunt at in IN check out INALJ Indiana home page: http://inalj.com/?page_id=56482

Iowa

to find more sites to job hunt at in IA check out INALJ Iowa home page: http://inalj.com/?page_id=56484

[Children's Librarian](#)/ Altoona Public Library/ Altoona, IA/ Apply by **10/31**

Kansas

to find more sites to job hunt at in KS check out INALJ Kansas home page: http://inalj.com/?page_id=56486

Kentucky

to find more sites to job hunt at in KY check out INALJ Kentucky home page: http://inalj.com/?page_id=56488

Louisiana

to find more sites to job hunt at in LA check out INALJ Louisiana home page: http://inalj.com/?page_id=56490

[Communications Specialist](#)/ Preservation Resource Center/ New Orleans, LA

Maine

to find more sites to job hunt at in ME check out INALJ Maine home page: http://inalj.com/?page_id=56493

Maryland

to find more sites to job hunt at in MD check out INALJ Maryland home page: http://inalj.com/?page_id=56495

Massachusetts

to find more sites to job hunt at in MA check out INALJ Massachusetts home page: http://inalj.com/?page_id=56402

[Metadata Support Assistant](#) at Mount Holyoke College in MA

Michigan

to find more sites to job hunt at in MI check out INALJ Michigan home page: http://inalj.com/?page_id=56497

[Support Services Clerk](#)/ Novi Public Library/ Novi, MI/ Apply by **10/21**

Minnesota

to find more sites to job hunt at in MN check out INALJ Minnesota home page: http://inalj.com/?page_id=56499

Mississippi

to find more sites to job hunt at in MS check out INALJ Mississippi home page: http://inalj.com/?page_id=56501

Missouri

to find more sites to job hunt at in MO check out INALJ Missouri home page: http://inalj.com/?page_id=56504 s

Montana

to find more sites to job hunt at in MT check out INALJ Montana home page: http://inalj.com/?page_id=56313

Nebraska

to find more sites to job hunt at in NE check out INALJ Nebraska home page: http://inalj.com/?page_id=56320

Nevada

to find more sites to job hunt at in NV check out INALJ Nevada home page: http://inalj.com/?page_id=56326

[Assistant Administrator, Library and Archives Development](#) / Nevada State Library / Carson City, NV

[Scheduling Specialist I](#) / Sahara West Library / Las Vegas, NV / Apply by **10/26**

[Adult Services Assistant](#) / Windmill Library / Las Vegas, NV / Apply by **10/27**

[YPL Children's Services Assistant \(Part Time\)](#) / West Las Vegas Library / Las Vegas, NV / Apply by **10/27**

[Circulation Assistant \(Part Time\)](#) / Summerlin Library / Las Vegas, NV / Apply by **10/27**

[Application Developer – Libraries](#) / University of Nevada, Las Vegas / Las Vegas, NV

[Director of Special Collections](#) / University of Nevada, Reno / Reno, NV

New Hampshire

to find more sites to job hunt at in NH check out INALJ New Hampshire home page: http://inalj.com/?page_id=56333

New Jersey

to find more sites to job hunt at in NJ check out INALJ New Jersey home page: http://inalj.com/?page_id=56346

New Mexico

to find more sites to job hunt at in NM check out INALJ New Mexico home page: http://inalj.com/?page_id=76814

New York (state)

to find more sites to job hunt at in NY check out INALJ NY State home page: http://inalj.com/?page_id=56407

NYC

to find more sites to job hunt at in NYC check out INALJ New York City home page: http://inalj.com/?page_id=56409

[Archival Internship](#)/ ARChive for Contemporary Music/ New York, NY

[Archive Coordinator – Calvin Klein](#)/ PVH/ New York, NY

[Associate Librarian, User Services](#) / Memorial Sloan-Kettering Cancer Center / New York, NY
[Associate Library Director](#) / School of Visual Arts / New York, NY
[Business Analyst](#) / Moody's Investors Service, Inc. / New York, NY
[Manager of Special Collections](#) / Brooklyn Public Library / Brooklyn, NY
[Product Manager, Content – Engineering Village](#) / RELX Group / New York, NY
[Project Manager, Student Work Collection](#) / The Cooper Union / New York, NY
[Records Management Specialist](#) / Cambridge Corporate Services / New York, NY
[Televisit Services Coordinator](#) / Brooklyn Public Library / Brooklyn, NY
[Young Adult Educational Programming Coordinator](#) / New York Public Library / Manhattan, NY

North Carolina

to find more sites to job hunt at in NC check out INALJ North Carolina home page: http://inalj.com/?page_id=56411

[Media Specialist](#) / Roger Bell Elementary / Havelock, NC
[eCommerce Content Coordinator](#) / Heritage Home Group / High Point, NC
[Health Information Technology Librarian](#) / UNC Chapel Hill Libraries / Chapel Hill, North Carolina / Apply by 11/7

North Dakota

to find more sites to job hunt at in ND check out INALJ North Dakota home page: http://inalj.com/?page_id=56413

Ohio

to find more sites to job hunt at in OH check out INALJ Ohio home page: http://inalj.com/?page_id=56415

Oklahoma

to find more sites to job hunt at in OK check out INALJ Oklahoma home page: http://inalj.com/?page_id=56417

Oregon

to find more sites to job hunt at in OR check out INALJ Oregon home page: http://inalj.com/?page_id=56419

Pennsylvania

to find more sites to job hunt at in PA check out INALJ Pennsylvania home page: http://inalj.com/?page_id=56421

[Youth Services Librarian](#) / Township Library of Lower Southampton / Feasterville, PA
[Reference Librarian \(Part Time\)](#) / Township Library of Lower Southampton / Feasterville, PA
[Electronic Access & Serials Librarian](#) / Clarion University / Clarion, PA / Apply by 10/24
[Library Director](#) / Kennett Library / Kennett Square, PA / Apply by 11/1
[Communication Librarian](#) / Millersville University / Millersville, PA / Apply by 1/9/17

Puerto Rico

to find more sites to job hunt at in PR check out INALJ Puerto Rico home page: http://inalj.com/?page_id=56423

Rhode Island

to find more sites to job hunt at in RI check out INALJ Rhode Island home page: http://inalj.com/?page_id=56426

[Senior Managing Editor / Editor-in-Chief](#) / Netsimco / Newport, RI

[Data Scientist](#) / Brown University / Providence, RI

[Internet Communications Specialist](#) / State of Rhode Island / Providence, RI

[QA Document Records Management Specialist III](#) / Alexion / Smithfield, RI

[Digital Asset Specialist](#) / KellyMitchell / Woonsocket, RI

South Carolina

to find more sites to job hunt at in SC check out INALJ South Carolina home page: http://inalj.com/?page_id=56428

[Integrated Library System Administrator](#) / Richland Library / Columbia, SC

South Dakota

to find more sites to job hunt at in SD check out INALJ South Dakota home page: http://inalj.com/?page_id=56430

Tennessee

to find more sites to job hunt at in TN check out INALJ Tennessee home page: http://inalj.com/?page_id=56432

Texas

to find more sites to job hunt at in TX check out INALJ Texas home page: http://inalj.com/?page_id=56434

Utah

to find more sites to job hunt at in UT check out INALJ Utah home page: http://inalj.com/?page_id=56436

Vermont

to find more sites to job hunt at in VT check out INALJ Vermont home page: http://inalj.com/?page_id=56438

Virginia

to find more sites to job hunt at in VA check out INALJ Virginia home page: http://inalj.com/?page_id=56440

[Digital Archivist](#)/Arlington Public Library/Arlington, VA/ Apply **by 10/27**

Washington

to find more sites to job hunt at in WA check out INALJ Washington home page: http://inalj.com/?page_id=56442

West Virginia

to find more sites to job hunt at in WV check out INALJ West Virginia home page: http://inalj.com/?page_id=56444

Wisconsin

to find more sites to job hunt at in WI check out INALJ Wisconsin home page: http://inalj.com/?page_id=56446

Wyoming

to find more sites to job hunt at in WY check out INALJ Wyoming home page: http://inalj.com/?page_id=56449

[Provisional Employee \(PT\)](#) / Park County Library System / Powell, WY

[Local History/Research Librarian](#) / Johnson County Library System / Buffalo, WY / Apply by 10/21

[Children's Services Department Head](#) / Fremont County Library System / Riverton, WY

[Substitute Information Specialist \(PT\)](#) / Carbon County Library System / Rawlins, WY

[Youth Services \(PT\)](#) / Carbon County Library System / Rawlins, WY

[Information Specialist \(PT\)](#) / Carbon County Library System / Rawlins, WY

[Library Page \(PT\)](#) / Campbell County Library System / Wright, WY / Apply by 10/25

[Circulation Assistant \(PT\)](#) / Albany County Public Library / Laramie, WY

[Administrative Services Assistant](#) / Albany County Public Library / Laramie, WY

CANADA

Alberta

to find more sites to job hunt at check out INALJ Alberta home page: http://inalj.com/?page_id=5931

British Columbia

to find more sites to job hunt at check out INALJ British Columbia home page: http://inalj.com/?page_id=5933

Manitoba

to find more sites to job hunt at check out INALJ Manitoba home page: http://inalj.com/?page_id=5934

New Brunswick

to find more sites to job hunt at check out INALJ New Brunswick home page: http://inalj.com/?page_id=5935

Newfoundland & Labrador

to find more sites to job hunt at check out INALJ Newfoundland & Labrador home page: http://inalj.com/?page_id=5939

Northwest Territories, Nunavut & Yukon

to find more sites to job hunt at check out INALJ NWT, Nunavut & Yukon home page: http://inalj.com/?page_id=102592

Nova Scotia & PEI

to find more sites to job hunt at check out INALJ Nova Scotia & Prince Edward Island home page: http://inalj.com/?page_id=5941

Ontario

to find more sites to job hunt at check out INALJ Ontario home page: http://inalj.com/?page_id=57040

Quebec

to find more sites to job hunt at check out INALJ Quebec home page: http://inalj.com/?page_id=5945

[Reference Librarian](#) - Canadian Centre for Architecture, Montréal, Québec

Saskatchewan

to find more sites to job hunt at check out INALJ Saskatchewan home page: http://inalj.com/?page_id=5946

UK & Ireland

Ireland

to find more sites to job hunt at check out INALJ Ireland home page: http://inalj.com/?page_id=7707

UK

to find more sites to job hunt at check out INALJ UK home page: http://inalj.com/?page_id=77527

International (other countries)

International

to find more sites to job hunt at check out INALJ International home page: http://inalj.com/?page_id=8008