

2016 INALJ Jobs

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Content Managing Editors

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[Sponsored jobs](#)

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[USA jobs](#)

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[Canada jobs](#)

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[UK jobs](#)

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[International \(other\) jobs](#)

SPONSORED

[Project Manager](#) / LSSI for Federal Government Agency/ Washington, DC

[Assistant Director of Public Services](#) / Elkhart Public Library / Elkhart, IN/ Apply by **2/19**

[Outcomes and Assessment Librarian](#) / University of Missouri – Kansas City / Miller Nichols Library / Kansas City, MO / [Job Description and how to apply](#) / Apply **by 2/21** for priority consideration

[Assistant Library Director](#) / East Brunswick Public Library / East Brunswick, NJ / Apply **by 2/26 at 5pm ET**

[Assistant Library Managers](#) – FT /Bucks County Free Library / Bensalem & Yardley, PA / [Job Description](#). To apply [click here](#) or [here](#).

[Youth Services Assistants – PT](#) / Bucks County Free Library. Bensalem, Levittown, Quakertown, & Yardley, PA. [Job Description](#). To apply [click here](#) or [here](#).

[Experience Design Librarian](#) / Champlain College / Burlington, VT

[Director of County Library](#) / Fairfax County Public Library System / Fairfax, VA / Apply by **3/11** / [To Apply click here](#)

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

[Virtual Reference Librarian \(PT\)](#) / Chatstaff / Virtual
[Online Research Expert](#) / Wonder / Remote

Alabama

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

[Humanities/Digital Archivist](#) / Alabama State University / Montgomery, AL

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

[Director Library Repository Services and Technologies](#) / Arizona State University Libraries / Tempe, AZ / Apply by 2/12
[Web Site Designer/Developer](#) / University of Arizona Libraries / Tucson, AZ / Apply by 2/17

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

[Association Librarian for Special Collections & International Studies Programs](#) / UCLA / Los Angeles, CA / Apply by 5/30
[Digital Humanities Librarian](#) / San Diego University Library & Information Access / San Diego, CA / Apply by 3/8
[Lead for Emerging Literacies](#) / UCLA / Los Angeles, CA / Apply by 2/26
[Circulation Supervisor](#) / Simi Valley Public Library / Simi Valley, CA / Apply by 2/12
[Manager, Collections](#) / Mount Royal University / Calgary, Alberta, CA / Apply by 2/23
[Library Systems Manager](#) / Mount Royal University / Calgary, Alberta, CA / Apply by 2/18
[American Archive of Public Broadcasting National Digital Stewardship Residency](#) / Pacifica Radio Archives / North Hollywood, CA /
Apply by 3/21
[Summer Reading Program Coordinator](#) / Airdrie Public Library / Alberta, CA / Apply by 2/26

Colorado

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

[Collections Analyst](#) / University of Colorado Denver, Auraria Library / Denver, CO / Apply by 2/14

[Head of Core Technology and Applications](#) / University of Colorado Boulder Libraries / Boulder, CO / Apply by 2/23

[Technical Services Librarian](#) / Reed Library, Fort Lewis College / Durango, CO / Apply by 2/29

Connecticut

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

[Evergreen System Specialist](#) / Bibliomation / Waterbury, CT

[Adult Learner Data and Applications Specialist](#) / Hartford Public Library / Hartford, CT

[Children's Librarian I](#) / New Britain Public Library / New Britain, CT

[Clerk I, Circulation \(PT\)](#) / New Britain Public Library / New Britain, CT

[Kidspace Library Clerk \(PT\)](#) / Windsor Public Library / Windsor, CT / Apply by 2/12

[Senior Librarian](#) / Cheshire Public Library / Cheshire, CT / Apply by 3/4

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

Sponsored

[Project Manager](#) / LSSI for Federal Government Agency/ Washington, DC

Other jobs

[Library Director](#) / National Society Daughters of the American Revolution / Washington, DC

[Library Technician \(Art & History\)](#) / Smithsonian Libraries / Washington, DC / Apply by 2/19

[Library Technician](#) / Smithsonian Institution / Washington, DC / Apply by 2/19

[Curatorial Assistant](#) / United States Holocaust Memorial Museum / Washington, DC / Apply by 2/19

[UX Designer](#) / CGI / Washington, DC

[Acquisitions Librarian](#) / Department of Defense / Washington, DC / Apply by 2/28

[Librarian](#) / Agricultural Research Services / Washington, DC / Apply by 2/17

[Library Director](#) / National Society of Daughters of the American Revolution / Washington, D.C.

[American Archive of Public Broadcasting National Digital Stewardship Residency](#) / Howard University Television (WHUT) / Washington, D.C. / Apply by 3/21

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

[Advanced Technician \(Historical Archivist\)](#) / Hillsborough Community College / Tampa, FL

[University Records Managers](#) / University of Florida / Gainesville, FL / Apply by **2/19**
[Administrator](#) / Panhandle Public Library Cooperative System (PPLCS)/ Marianna, FL/ Apply by **3/5**
[Bioinformationist](#)/ University of Florida, Gainesville, FL/ Apply by **3/21**
[Director of Library](#) /Village of North Palm Beach Public Library/ North Palm Beach, FL/ Apply by **2/19**
[Director, Library Learning Resource Center](#)/ Palm Beach State College/ Lake Worth, FL
[Library Assistant](#)/ Collier County Government/ Naples, FL /Apply by **2/11**
[Library Assistant I, Part Time](#)/ Bay County Government/ Panama City, FL / Apply by **2/26**
[Library Technical Assistant I](#)/ State of Florida South Florida Reception Center/Miami, FL/ Apply by **2/12**
[Reference and Education Librarian](#) / University of Miami Miller School of Medicine / Miami, FL / Apply by **2/29**
[Instructional/Reference Services](#) / Louis Calder Memorial Library, University of Miami / Miami, FL /

Georgia

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

[Technical Services – Metadata and Resource Management Librarian](#) / Kennesaw University / Kennesaw, GA / Apply by **3/7**
[Helpdesk Specialist 1](#) / University of North Georgia – Dahlonega / Dahlonega, GA
[Library](#) / The Salvation Army / Atlanta, GA
[Reference Assistant](#) / Georgia Historical Society Research Center / Savannah, GA
[Computer Assistant \(17 hr/wk\)](#) / Athens-Clarke County Library / Athens, GA
[Scholarly Communication Librarian](#) / Ina Dillard Russell Library, Georgia College / Milledgeville, GA

Hawaii

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

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

[Library Director](#) / Downers Grove Public Library / Downers Grove, IL / Apply by **3/27**
[Director](#) / Park Forest Public Library / Forest Park, IL / Apply by **3/15**
[Executive Director](#) / Roselle Public Library District / Roselle, IL
[Library Director](#) / Downers Grove Public Library / Downers Grove, IL / Apply by **3/27**
[Children's Services Clerk](#) / Fox River Valley Public Library District / East Dundee, IL
[Library Clerk I](#) / Fox Lake Public Library District / Fox Lake, IL
[Adult Services Associate](#) / Naperville Public Library / Naperville, IL / Apply by **2/26**
[Customer Services Assistant II](#) / Naperville Public Library / Naperville, IL / Apply by **2/26**
[Senior Administrative Coordinator](#) / Orland Park Public Library / Orland Park, IL
[Teen Librarian](#) / Orland Park Public Library / Orland Park, IL
[Reference Librarian I](#) / Orland Park Public Library / Orland Park, IL
[Shelver](#) / Three Rivers Public Library District / Channahon, IL / Apply by **2/19**
[Circulation Clerk](#) / Alpha Park Public Library / Bartonville, IL
[James A. Lindner Digital Archive Summer Fellowship](#) / HistoryMakers / Chicago, IL / Apply by **4/15**
[Electronic Resources Librarian \(Assistant or Associate Professor\)](#) / Southern Illinois University Edwardsville, Lovejoy Library / Edwardsville, IL

[Adult Services Programming Coordinator](#) / Elmwood Park Public Library / Elmwood, IL / Apply by 2/15

Indiana

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

Sponsored

[Assistant Director of Public Services](#) / Elkhart Public Library / Elkhart, IN/ Apply by 2/19

Other jobs

[Social Sciences Librarian \(Assistant Librarian or Associate Librarian\)](#) / Indiana University-Bloomington / Bloomington, IN / Apply by 2/27

[Director, Collection Strategies and Subject Services Program](#) / Hesburgh Libraries of Notre Dame / Notre Dame, IN

Iowa

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

[Library Information Systems Specialist](#) / University of Northern Iowa / Cedar Falls, IA / Apply by 2/22

Kansas

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

[Early Childhood Learning Coordinator](#) / Topeka and Shawnee County Public Library / Topeka, KS

[Copy Cataloging Manager](#) / Kansas State University Libraries / Manhattan, KS / Apply by 2/26

Kentucky

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

[Online and Digital Media Librarian](#) / University of Louisville Libraries / Louisville, KY / Apply by 3/4

Louisiana

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

[American Archive of Public Broadcasting National Digital Stewardship Residency](#) / Louisiana Public Broadcasting / Baton Rouge, LA / Apply by 3/21

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

Cataloging Intern / Massachusetts Eye and Ear Abraham Pollen Archives and Rare Book Room / Boston, MA / Apply by **2/28** / Massachusetts Eye and Ear's Abraham Pollen Archives and Rare Book Room seeks an MSLIS student for an unpaid cataloging internship. The original Massachusetts Eye and Ear Infirmary Library was established in 1876 with the purchase of a small number of books for the staff. In 1926, Dr. Lucien Howe established the Howe Laboratory for ophthalmic research. This laboratory included an extensive library that soon merged with the Infirmary's library. The otolaryngology section of the library, which had been housed at Massachusetts General Hospital for some years, was merged with the Howe Library in 1949. Over the years, many staff members have donated their personal book collections, and the library has sought out rare books pertaining to the fields of ophthalmology and otolaryngology. There is an outstanding Rare Book collection of 1,500-plus volumes, with items dating back to the 16th century. The vast majority of the Rare Book collection is not currently in the library OPAC. We would like to get the collection added to our online catalog. Many of them are old enough/rare enough that they will require original cataloging. Working with the Library Director, the intern will learn to use OCLC Connexion cataloging software and CyberTools Integrated Library System. Requirements: Current MSLIS student; must have completed at least an introductory Cataloging class; Meticulous attention to detail; Ability to work independently; Professional attire expected. This internship provides the student with the opportunity to gain valuable copy and original cataloging experience in a unique medical library. Massachusetts Eye and Ear is conveniently located one block from the Charles/MGH station on the Red Line. The intern must commit to 10 hours per week, within the hours of 8:30am – 4:30 pm Monday through Friday. The internship will be available until the entire Rare Book collection is cataloged and available on the OPAC. Please send a resume and cover letter to: Louise Collins DVM, MSLIS | Howe Library Director | Massachusetts Eye and Ear | 243 Charles St. | Boston, MA 02114 | louise_collins@meei.harvard.edu

[Temporary Prospect Research Analyst](#) / Tufts University / Medford, MA
[Metadata Archivist](#) / Smith College / Northampton, MA

Michigan

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

[Outcomes and Assessment Librarian](#) / University of Missouri – Kansas City / Kansas City, MI / Apply by **2/21**
[Marketing Manager](#) / Portage District Library / Portage, MI / Apply by **3/4**
[Assistant Conservation Technician](#) / University of Michigan / Ann Arbor, MI / Apply by **2/22**
[Research Program Administrator](#) / University of Michigan / Ann Arbor, MI / Apply by **2/28**
[Administrative Assistant Inter/Assoc](#) / University of Michigan / Ann Arbor, MI / Apply by **2/22**
[Research Technician Lead](#) / University of Michigan / Ann Arbor, MI / Apply by **2/18**
[Library Technology Specialist](#) / Flagship Charter / Detroit, MI
[Library Technology Specialist](#) / Warrendale Charter Academy / Detroit, MI
[Internship - Library Systems](#) / Butterworth Hospital / Grand Rapids, MI

Minnesota

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

[Collections Assistant – Sound & Visual](#) / Minnesota Historical Society / St. Paul, MN
[Digital Scholarship Librarian](#) / University of Minnesota / Minneapolis, MN

[American Archive of Public Broadcasting National Digital Stewardship Residency](#) / Minnesota Public Radio / St. Paul, MN / Apply by **3/21**

[Library Assistant](#) / Lake Agassiz Regional Library / Crookston, MN

[Self-Help Professional](#) / Tenth Judicial District / Anoka County, MN

[Training Representative](#) / Loram / Hamel, MN

[Senior UX Designer](#) / Thompson Reuters / Eagan, MN

[Librarian II](#) / George Latimer Library / St. Paul, MN

[Senior Library Cluster Manager](#) / Westcott Library / Eagan, MN

[Digital Asset Management Coordinator](#) / Kelly Services (contract) / Minneapolis, MN

[Entry Level UX/UI Designer](#) / Teradata / Minneapolis, MN

[Director of Education](#) / American Crafting Association / Minneapolis, MN

[Senior Analyst](#) / Cargill / Minneapolis, MN

[UI Developer](#) / Kforce / Minneapolis, MN

[Interactive Art Director](#) / The Creative Group (Robert Half) / Minneapolis, MN

[Assistant Registrar](#) / MN History Center / St. Paul, MN

[Audio Visual Education Specialist](#) / MN Braille and Talking Book Library / Faribault, MN

[National Digital Stewardship Residency](#) / American Archive of Public Broadcasting / Minneapolis, MN

[Media Specialist](#) / Fair Oaks Elementary / Osseo, MN

[Advanced Technical Librarian/Information Analyst](#) / 3M / Maplewood, MN

[Librarian II](#) / Saint Paul Public Library / Saint Paul, MN / Apply by **2/16**

Mississippi

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

[Records & Management Specialist](#) / US Army Corps of Engineers / Vicksburg, MS / Apply by **2/19**

[Web Designer I](#) / Mississippi State University Libraries / Mississippi State, MS

[Library Technical Assistant](#) / Hinds Community College / Jackson, MS / Apply by **2/18**

Missouri

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

Sponsored

[Outcomes and Assessment Librarian](#) / University of Missouri – Kansas City / Miller Nichols Library / Kansas City, MO / [Job Description and how to apply](#) / Apply by **2/21 for priority consideration**

Other jobs

[Soldiers Memorial Scanning Tech/Assoc. Historian](#) / Missouri History Museum / St. Louis, MO

[Access Specialist I](#) / Mid-Continent Public Library / Blue Springs, MO

[Learning Resources Coordinator](#) / Vatterott College / Kansas City, MO

[Outcomes and Assessment Librarian](#) / University of Missouri-Kansas City / Kansas City, MO / Apply by **2/21**

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

[Data Curation Librarian](#) / University of Nebraska – Lincoln / Lincoln, NE / Apply by 3/8

Nevada

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

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

[Part-time Librarian Assistant](#) / Silsby Free Public Library / Charlestown, NH / Apply 2/19

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

Sponsored

[Assistant Library Director](#) / East Brunswick Public Library / East Brunswick, NJ / Apply by 2/26 at 5pm ET

Other jobs

[Monitor \(PT\)](#) / Bordentown Library, BCLS / Bordentown, NJ / Apply by 2/17

[Library Assistant](#) / County Library, Burlington County Library System / Westampton, NJ / Apply by 2/19

Library Assistant, Special Events (PT) / BCLS / Burlington County, NJ / Apply by 2/17 / Must be a Burlington County resident. Job posting #02-16. DESCRIPTION: Supports the Special Events Coordinator in all facets and duties; Will assist in booking rooms, providing information on availability and cost to users; Ensure library audio and visual equipment is working for events and it properly powered off and secured; Contact persons by phone to gather and confirm information; Accurately maintains paper and online calendar; Set up rooms by moving tables and chairs and A/V equipment; Be present during events and troubleshoots problems; Gather information about performers and forward to other library offices; Performs other duties as needed. REQUIREMENTS: Ability to communicate clearly, concisely, and courteously; Ability to comprehend and follow written and/or oral one-or-two step instructions; Ability to utilize various types of electronic and/or manual recording and information systems; Ability to perform extensive alphabetizing beyond the first letter of a word; ability to perform numerical filing beyond the initial digit of a sequence of figures; Ability to lift at least 50 lbs. Note: Basic knowledge of audio/visual and lighting and sound equipment highly desired. Training is available. Note: Must be Burlington County resident. SCHEDULE: 24 hours per week. Availability for evening hours required. Friday nights and multiple Sunday afternoons September through June. Flexibility is a must. Submit an application/resume including job #02-16 by February 17, 2016. Via e-mail: jobs@bcls.lib.nj.us Via fax: 609-267-4091

Part-time Children's Library Intern / Scotch Plains Public Library / Scotch Plains, NJ / Children's Library Intern, Description: The Scotch Plains Public Library is seeking a part-time Library Intern for our Children's Department. This Part-time position is available immediately for an MLIS student who plans to pursue a career in youth services librarianship in a public setting. You will be able to gain a variety of experiences in youth services librarianship with professional level duties. Duties/responsibilities may include providing reference and reader's advisory services for children and families, providing assistance to children's programming events, storytime observations with the opportunity to plan and present storytimes, and assist with library literacy programs and other special projects as needed. Typical work week is 8 hours per week, and 15 hours per week when working Saturday at a salary rate of

\$15 per hour. Hours include 4 hours in the morning and 4 in the afternoon during the week and every other Saturday. Requirements: The ideal candidate will have course work and/or work experience with children's literature and current trends in youth services librarianship. The ability to work independently as well as within a team environment is extremely important, as is the ability to be flexible and cooperative. Experience working with computers and web-based applications, including Microsoft Office Suite and Google Docs is required. If you're looking to tackle on new challenges and would like to be part of our award-winning team, please send resume, cover letter, and two references to Michelle Willis, Director at the Scotch Plains Public Library to mwillis@scotlib.org.

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

[Learning Services Librarian](#) / SUNY Canton / Canton, NY

[User Services Librarian](#) / Orange County Community College / Middletown, NY / Apply by 4/24

[Librarian](#) / David B. Falk College of Sport and Human Dynamics, Syracuse University Libraries / Syracuse, NY / Apply by 3/4

[Library Director](#) / Galway Public Library / Galway, NY

Library Director / Galway Public Library / Galway, NY / The Board of Trustees of the Galway Public Library in Saratoga County, New York, is seeking a motivated and dedicated individual to serve as Library Director to continue this growing library's commitment to quality public service. About the Library: The library is chartered to serve the residents of the Galway Central School District, which has a population of about 7000. It is located in Galway Village, a suburban/rural community 16 miles west of Saratoga Springs, New York, in the foothills of the Adirondack Mountains. Desired Attributes: Strong leadership, communication and technological skills, and the ability to encourage staff development. Must be community minded and comfortable working with the Library Board. Responsibilities include but are not limited to: Budget preparation and financial management; Collection development; Design and implementation of programs for patrons of all ages; Human resources and facilities management; Development and support of technology use plan; Implementation of library policies; Oversight of library marketing. Qualifications: Preferred: Master's degree in Library Science and a NYS Public Librarian's Certification with experience working in a public library setting. Minimum requirements: Bachelor's Degree from an accredited university and a willingness to continue to work toward a librarian's certification. The Position is full-time, 35 hours per week to be negotiated within a salary range of \$32,000 to \$40,000. Interested candidates should send their resume, cover letter, and two letters of professional reference to: Arlene Rhodes, President, Board of Trustees, Galway Public Library, PO Box 207, Galway, NY 12074 or e-mail to arrho@aol.com. Applications will be accepted until position is filled.

Librarian / The Harley School / Pittsford, NY / Librarian needed to work with teachers and K-8th grade students this summer July 5 - August 12. The Horizons program at The Harley School is a 6 week partnership with the Rochester City School District and The Harley School in Pittsford that provides summer learning opportunities and enrichment to 165 students. The program librarian will work with students and teachers to support reading, research, and library management. The program librarian will administer pre- and post- program testing. A School Media Specialist is preferred but not required. Whether a SMLS or public librarian, job candidates should have a focus on children and teens. Resumes and cover letters to Trisha Vanable, tvunable@harleyschool.org

Children's Librarian (PT) / Rochester Public Library, Phyllis Wheatley Branch / Rochester, NY / Apply by 2/18 / There will be a part-time Librarian I (Children's Services) vacancy at the Phyllis Wheatley Branch, in the South West Quad of the Rochester Public Library. Anyone meeting the following qualifications is invited to apply: Anyone currently a part-time Librarian I that would like a transfer in grade; or Anyone possessing an MLS degree and NYS certification. DUTIES: Develop and maintain the children's collection, assist with the children's media collection; Supervise clerical staff in the processing of children's materials; Help at circulation desk, issue library cards; Take a proactive role in planning and publicizing children's programming; Actively establish and maintain contact with appropriate community organizations to develop joint projects and promote library programs; Provide reference service and computer assistance to all age level library patrons; Promote reading and literacy awareness at the library and in the community; Attend the MCLS Children's Services monthly meetings and local, state and national training and conferences for continuing education as funding and scheduling allows. SPECIAL QUALIFICATIONS: Ability and willingness to work and communicate with a

diverse population of all ages, with a particular affinity for children; Strong and enthusiastic commitment to delivering excellent customer service; Knowledge and ability to use computers and related technology, with the desire to stay abreast of new technology; Ability to handle stress and deal with challenging customers; Personal and professional creativity, flexibility and good judgment; Initiative and ability to work independently. HOURS: 20 hours per week; Monday 3-7pm; Tuesdays 2-6 pm; Wednesdays 3-7 pm; Thursdays 2-6 pm; Friday 2-6pm; first and third Saturdays 9:30 am – 2 pm (when working a Saturday will take the Friday before off). RATE OF PAY: \$21.90 - \$25.51 per hour. INSTRUCTIONS: Applicants should respond in writing, by submitting an application to the Rochester Public Library – Personnel Office – 115 South Ave - Rochester, NY 14604 by February 18, 2016.

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

[Paid Archives/Collections Intern](#) / Lower East Side Tenement Museum / New York, NY / Apply by 4/1
[Director of Prospect Research](#) / Sarah Lawrence College / Bronxville, NY
[Library Director](#) / Galway Public Library / Galway, NY
[Multimedia Resources Specialist](#) / Stony Brook University / Stony Brook, NY / Apply by 3/6
[Research Librarian](#) / Harris Beach PLLC / Pittsford, NY
[Library Applications Developer](#) / The Wallace Center at RIT / Rochester, NY
[American Archive of Public Broadcasting National Digital Stewardship Residency](#) / CUNY TV / New York, NY / Apply by 3/21
[Exhibit and Event Coordinator](#) / ITHAKA / New York, NY
[Manager – Director’s Circle and Individual Giving](#) / Brooklyn Museum / Brooklyn, NY
[PT Assistant Designer – Web and Digital](#) / Brooklyn Museum / Brooklyn, NY
[Academic Programs Coordinator](#) / Brooklyn Museum / Brooklyn, NY
[PT Interim Academic Programs Coordinator](#) / Brooklyn Museum / Brooklyn, NY
[Project Painting Conservator – French Moderns Tour](#) / Brooklyn Museum / Brooklyn, NY
[Senior Museum Educator/Teen Programs Coordinator](#) / Brooklyn Museum / Brooklyn, NY
[Assistant Curator – Elizabeth A. Sackler Center for Feminist Art](#) / Brooklyn Museum / Brooklyn, NY
[PT Membership Host](#) / Brooklyn Museum / Brooklyn, NY
[Vice Director for Marketing and Communications](#) / Brooklyn Museum / Brooklyn, NY
[Assistant/Associate Professor – Undergraduate Architecture](#) / Pratt Institute / New York, NY
[Alumni Program Officer – Alumni Relations/Annual Giving](#) / Pratt Institute / New York, NY
[Executive Director – Campaign and Major Gifts](#) / Pratt Institute / New York, NY
[Library Clerk](#) / Pratt Institute / New York, NY
[Planner](#) / Pratt Institute / New York, NY
[Systems Administrator](#) / Pratt Institute / New York, NY
[Media Relations Manager](#) / Pratt Institute / New York, NY
[FT Museum Educator](#) / Brooklyn Museum / Brooklyn, NY
[FT Audience Engagement Team Member](#) / Brooklyn Museum / Brooklyn, NY
[Andrew W. Mellon Curator of American Art](#) / Brooklyn Museum / Brooklyn, NY
[PT DoE Teen Thursdays Instructor](#) / Brooklyn Museum / Brooklyn, NY
[Assistant/Associate Professor – Humanities and Media Studies](#) / Pratt Institute / New York, NY
[College Assistant – Human Resources](#) / Hostos Community College/ Bronx, NY
[Librarian \(Instructor or Assistant Professor\)](#) / Hostos Community College/ Bronx, NY
[Library Page – Baychester Library](#) / New York Public Library/ Bronx, NY
[Library Page – Library for the Performing Arts Billy Rose Theatre Collection](#) / New York Public Library/ Manhattan, NY
[Library Services](#) / Leafstone/ New York, NY
[Records Management](#) / Adecco/ New York, NY

Temporary Digital Archive Assistant / Practising Law Institute / Manhattan, NY / Practising Law Institute, Temporary Digital Archive Assistant, Practising Law Institute (“PLI”) is seeking a long term Temporary Digital Archive Assistant to join its dedicated, Website Operations team. This position is located in midtown Manhattan. For over 80 years PLI has been the “gold standard” leader in continuing legal and professional business training education. With 250 employees in New York City and San Francisco, PLI holds over 400 live programs each year in state-of-the-art conference centers throughout the U.S. and abroad. Recent international seminar locations include London, Hong Kong and Brazil. In addition to hosting innovative live programs, PLI streams webcasts and

offers on-demand programs for thousands of participants each day. PLI publishes a range of legal publications, has an award-winning eBook library, offers the nation's leading preparation course for the Patent Office's Registration Exam, and provides SEC compliance and accounting training through its SEC Institute. The organization also develops unique, inventive ways of learning through its Interactive Learning Center, and is deeply committed to the pro bono community, and public interest organizations. Practising Law Institute (PLI), a leading continuing legal education organization and legal publisher based in Manhattan, seeks a talented and self-motivated individual to assist in efforts to expand the electronic availability of our published back catalog. Responsibilities: Locating ebook files and/or generating them via an automated generation process, Evaluating files for completeness, Performing basic XML cleanup, Managing ebook components using PLI's content management systems • Deploying ebooks to PLI's award-winning ebook library, PLI Discover PLUS. Other duties, as assigned. Qualifications: Exposure to XML, HTML or similar markup languages, Excellent communication skills, Proficiency in the use of Microsoft Office products, such as Word and Excel, Familiarity with the use of research databases • A record of dependability working independently, An aptitude for detail-oriented work. PLI offers market-competitive compensation and a generous benefits package, including medical, dental and vision plans for employees and their families, ample paid time off and holidays, summer Fridays, career development opportunities, and work-life balance initiatives. The PLI work environment is interesting, collegial, intelligent and encouraging. Qualified applicants please send your resume and cover letter, including salary expectations, to hr1@pli.edu. Indicate the job title "Temporary Digital Archive Assistant" in the subject line. Only those applicants who meet our requirements for this position will be contacted. Practising Law Institute is an equal opportunity employer. More information about PLI may be found on our website www.pli.edu.

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

[Security Specialist \(Disclosure\)](#) / Department of the Army / Fort Bragg, NC / Apply by **2/17**
[Supervisor, Document Management](#) / Novo Nordisk / Clayton, NC

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

[Head, Library Digital Initiatives, Systems, and Services](#) / Chester Fritz Library, University of North Dakota / Apply by **2/12**

Ohio

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

[Digital Resource Archivist/Curator](#) / OSU Knowlton School of Architecture / Columbus, OH
[Digital Archivist](#) / Knowlton School of Architecture, Ohio State University / Columbus, OH / Apply by **2/14**
[Catalog Librarian](#) / Hiram College / Hiram, OH / Apply by **2/26**
[American Archive of Public Broadcasting National Digital Stewardship Residency](#) / WYSO / Yellow Springs, OH / Apply by **3/21**

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

[Library Assistant II](#) / Deschutes County / Bend, OR

[Youth Services Manager](#) / Eugene Public Library / Eugene, OR / Apply by **3/18**

[Visual Resources and Fine Arts Librarian](#) / Lewis and Clark College / Portland, OR / Apply by **3/4**

Pennsylvania

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

Sponsored

[Assistant Library Managers](#) – FT /Bucks County Free Library / Bensalem & Yardley, PA / [Job Description](#). To apply [click here](#) or [here](#).

[Youth Services Assistants – PT](#) / Bucks County Free Library. Bensalem, Levittown, Quakertown, & Yardley, PA. [Job Description](#). To apply [click here](#) or [here](#).

Other jobs

[Education Commons 3D Printing Intern \(Part Time\)](#) / University of Pennsylvania / Philadelphia, PA

[Humanities and Social Science Library Internship \(Part Time\)](#) / University of Pennsylvania / Philadelphia, PA / Apply by **2/15**

[Youth Services Librarian](#) / Rachel Kohl Community Library / Glen Mills, PA / Apply by **2/15**

[Reference Librarian II](#) / Chester County Library / Exton, PA

[Part Time Reference Librarian](#) / Chester County Library / Exton, PA

[Reference & Instruction Librarian for the Knowledge Commons](#) / Penn State University / University Park, PA / Apply by **2/29**

[Diversity Residency Librarian Program \(3 year appointment\)](#) / Penn State University / University Park, PA / Apply by **3/7**

[Youth Services Librarian](#) / Rachel Kohl Community Library / Glen Mills, PA / Apply by **2/15**

[Reference and Instruction Librarian](#) / Knowledge Commons, Penn State University Libraries / University Park, PA / Apply by **2/29**

[Diversity Residency Librarian](#) / Pennsylvania State University Libraries / University Park, PA / Apply by **3/7**

[Youth Services Coordinator](#) / South Fayette Township Library / Morgan, PA

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

[Assistant Store Manager \(Bookstore\)](#) / Libreria Universidad Metropolitana Bayamón / Bayamón, PR

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

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

[SC Political Collections Special Projects Archivist](#) / University of South Carolina / Columbia, SC / Apply by **4/8**

[Professor - Communication](#) / Anderson University / Anderson, SC

[Library Assistant- Cataloger](#) / Hoary County Library System / Hoary County, SC Apply by **2/16**

[Director of Library Research, Education, and Outreach Services](#) / Wofford College / Spartanburg, 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

[Head of Special Collections & University Archives](#) / University of Texas Rio Grande Valley / Edinburg, TX

[Part-time Art Gallery Assistant](#) / Lone Star College / Kingwood, TX

[Library Page](#) / City of Round Rock / Round Rock, TX

[Library Associate](#) / University of Houston Clear Lake / Houston, TX

[Part-Time Librarian-Reference & Instruction](#) / Blinn College / Brenham, TX / Apply by **3/1**

[Reference Librarian \(Temporary\)](#) / University of Texas at San Antonio / San Antonio, TX

[Library Assistant-Part time](#) / Missouri City Branch Library / Sugar Land, TX / Apply by **2/29**

[Copy Cataloger-Part time](#) / George Memorial Library / Richmond, TX

Utah

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

[Librarian](#) / City of Orem / Orem, UT / Apply by **3/4**

Vermont

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

Sponsored

[Experience Design Librarian](#) / Champlain College / Burlington, VT

Virginia

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

Sponsored

[Director of County Library](#) / Fairfax County Public Library System / Fairfax, VA / Apply by **3/11** / [To Apply click here](#)

Other jobs

[Director of County Library](#) / Fairfax County Public Library / Fairfax County, VA / Apply by **3/11**

Washington

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

[Elementary Librarian](#) / Bertschi School / Seattle, WA

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

[North American History Librarian](#) / Wisconsin Historical Society, Library/Archives Division / Madison, WI / Apply by **2/29**

[Rice Lake Public Library Director](#) / Rice Lake Public Library / Rice Lake, WI / Apply by **2/22**

[Library Director](#) / WJ Niederkorn Library (Public)/ Port Washington, WI / Apply by **2/29**

[American Archive of Public Broadcasting National Digital Stewardship Residency](#) / Wisconsin Public Television / Madison, WI / Apply by **3/21**

Wyoming

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

[Executive Director](#) / Carbon County Library System / Rawlins, WY

[Executive Director](#) / Carbon County Library System / Rawlins, WY

[Saratoga Library Information Specialist \(PT\)](#) / Saratoga Library, Carbon County Library System / Saratoga, WY / Apply by **3/2**

[Circulation Clerk I](#) / Douglas Library, Converse County Library System / Douglas, WY / Apply by **2/20**

[Scholarly Communications Librarian](#) / University of Wyoming / Laramie, WY / Apply by **2/29**

[Director](#) / Lincoln County Library / Kemmerer, WY

[Librarian, Reference & Cataloging](#) / Sheridan College, Northern Wyoming Community College District / Sheridan, WY

[Circulation Assistant \(PT\)](#) / Laramie County Library / Cheyenne, 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

[Data Analyst](#) / Mass Fidelity / Toronto, ON

[Project Manager – Grants and Awards Research](#) / St. Michael's Hospital / Toronto, ON / Apply by **2/15**

[Application Support Specialist](#) / St. Michael's Hospital / Toronto, ON / Apply by **2/19**

[Information and Access Coordinator](#) / City of Guelph / Guelph, ON / Apply by **2/23**

[Outreach Librarian](#) / University of Toronto / Toronto, ON / Apply by **3/9**

[Enterprise Content Management Business Analyst](#) / York Regional Clerk's Office / Newmarket, ON / Apply by **2/19**

[Assistant Curator](#) / Lambton Heritage Museum / Grand Bend, ON / Apply by **2/16**

[Information and Access Coordinator](#) / City of Guelph / Guelph, ON / Apply by **2/23**

[Summer Collections Assistant \(YCW\)](#) / Discovery North Bay Museum / North Bay, ON / Apply by **4/20**

[Summer Education Programmers \(CSJ and/or YCW\)](#) / Discovery North Bay Museum / North Bay, ON / Apply by **4/20**

[Summer Exhibition Assistant \(YCW\)](#) / Discovery North Bay Museum / North Bay, ON / Apply by **4/20**

[Summer Historical Interpreter \(CSJ\)](#) / Discovery North Bay Museum / North Bay, ON / Apply by **4/20**

[Annual Fund and Planned Giving Coordinator](#) / Ottawa Regional Cancer Foundation / Ottawa, ON / Apply by **2/22**

[Associate Director, Leadership Annual Giving](#) / University of Toronto / Toronto, ON / Apply by **2/19**

[Casual Team Member](#) / Pickering Public Library / Pickering, ON / Apply by **2/17**

[Collections and Acquisitions Librarian](#) / Legislative Assembly of Ontario / Toronto, ON / Apply by **2/17**

[Coordinator, Fundraising and Development](#) / Griffin Centre / Toronto, ON / Apply by **2/19**

[Database Assistant](#) / Roots of Empathy / Toronto, ON / Apply by **2/26**

[Database Officer](#) / Humber River Hospital Foundation / Toronto, ON / Apply by **4/3**

[Development Coordinator](#) / Royal Botanical Gardens / Burlington/Hamilton, ON / Apply by **3/13**
[Development Coordinator](#) / YWCA Muskoka / Muskoka, ON / Apply by **2/19**
[Development Officer: Leadership Gifts](#) / Ottawa Regional Cancer Foundation / Ottawa, ON / Apply by **2/22**
[Digital Records Archivist](#) / University of Toronto / Toronto, ON / Apply by **2/12**
[Emerging Technologies Librarian](#) / Milton Public Library / Milton, ON / Apply by **2/22**
[Gift Administrator](#) / Cuso International / Ottawa, ON / Apply by **2/15**
[Heritage Presenter I \(3 positions\)](#) / Parks Canada - Southwestern Ontario - Point Pelee National Park / Leamington, ON / Apply by **2/15**
[Information Research Specialist](#) / Northwood & Associates Inc. / Markham, ON / Apply by **2/19**
[Intelligence Officer](#) / Canadian Security Intelligence Service (CSIS) / Ottawa, ON / Apply by **2/10**
[Library Technician](#) / St. Clement's School / Toronto, ON / Apply by **2/16**
[Library Technician \(Casual/Temporary Assignments\)](#) / York Region District School Board / Newmarket, ON / Apply by **3/31**
[Manager, Education & Outreach](#) / Sony Centre for the Performing Arts / Toronto, ON / Apply by **2/22**
[Manager of Annual Giving and Data Analytics](#) / Canadian Foundation for AIDS Research / Toronto, ON / Apply by **2/19**
[Metadata Librarian, Librarian I/II](#) / University of Toronto / Toronto, ON / Apply by **3/5**
[Senior Development Officer](#) / University of Toronto / Toronto, ON / Apply by **2/18**
[Special Collections Librarian](#) / Ryerson University / Toronto, ON / Apply by **3/1**
[University Librarian](#) / Brock University / St. Catharine's, ON / Apply by **3/4**
[User Experience & Process Design Assistant](#) / University of Toronto / Toronto, ON / Apply by **2/11**
[Visitor Facilities Attendant \(4 positions\)](#) / Parks Canada - Georgian Bay & Ontario East Field Unit - Bruce Peninsula National Park / Fathom Five National Marine Park / Tobermory, ON / Apply by **2/18**
[Visitor Services Attendant I \(5 positions\)](#) / Parks Canada - Georgian Bay & Ontario East Field Unit - Bruce Peninsula National Park / Fathom Five National Marine Park / Tobermory, ON / Apply by **2/18**
[Visitor Services Attendant II \(4 positions\)](#) / Parks Canada - Georgian Bay & Ontario East Field Unit - Bruce Peninsula National Park / Fathom Five National Marine Park / Tobermory, ON / Apply by **2/18**

Quebec

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

[Associate Dean, User Services](#) / McGill University Library & Archives / Montreal, Quebec / Apply by **4/15**
[Agent\(e\) administratif\(ve\) classe 3 \(archives\)](#) / CSSS du Sud-Ouest—Verdun / Montreal, QC / Apply by **2/18**
[Commis de bibliothèque et animateur littéraire \(7h/sem\)](#) / Municipalité du Village de Val-David / Val-David, QC / Apply by **2/19**
[Technicien en documentation banque candidature](#) / Commission scolaire de Laval (CSDL) / Laval, QC / Apply by **2/19**
[Technicien\(ne\) en communication – spécialisé\(e\) en diffusion des connaissances](#) / CIUSSS du Centre-Sud-de-l'Île-de-Montréal, Pavillon Côte-des-Neiges / Montreal, QC / Apply by **2/19**

Chargé de projets spéciaux (contractuel à temps partiel) / Association pour l'avancement des sciences et des techniques de documentation (ASTED) / Montreal, QC / Apply by **2/19** / Projet principal : Jeunesse Canada au travail. Assurer la bonne marche du programme dans son ensemble, informer les employeurs potentiels de l'ouverture du concours, traiter les demandes, voir à leur admissibilité, former le jury, compiler leurs décisions, répartir l'enveloppe budgétaire parmi les emplois retenus, saisir les informations pertinentes dans la base de données, préparer les paiements, faire le suivi auprès des employeurs. Compiler et traiter les rapports finaux. Autres projets : Site web de l'ASTED. Mettre à jour le plan de communication en collaboration avec la direction et le comité des communications. Mettre en place des stratégies de communication pour le site web / blog, les réseaux sociaux, les nouvelles et infolettres MailChimp et en assurer le suivi. Production et gestion de contenu pour le site web / blog, les réseaux sociaux et les nouvelles et infolettres MailChimp. Assurer la refonte du site web en blog WordPress élaboré (intégration de plugins). Effectuer toutes tâches connexes liées aux communications et à la production d'outils. Horaire de travail : 9h à 12h et 13h à 17h (7 heures par jour). Nombre d'heures par semaine : 21 heures. Salaire : Entre 15 \$ et 17 \$ de l'heure. Qualifications : Diplôme en sciences de l'information, communications, web, multimédia, médias interactifs ou tout autre domaine connexe et / ou expériences pertinentes. La connaissance des milieux documentaires et des bibliothèques est un atout. Excellente connaissance de la suite Office, WordPress et des plugins associés, Shopify, Facebook et MailChimp. Une facilité avec les bases de données. Maîtrise du français parlé et écrit et bonne connaissance de l'anglais écrit. Les personnes intéressées sont priées de faire parvenir leur curriculum vitae ainsi qu'une lettre de présentation à eboucher@asted.org

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