

2017 INALJ Jobs

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Records Management Facilitator Internship (3 openings) / The U.S. Fish & Wildlife Service Marine Monuments of the Pacific Office, located in Honolulu, Hawaii/ Apply by **3/27 at 7am HST** / **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 Olivia Thormodson at olivia_thormodson@fws.gov Please have the subject of the email state "RMF Application" The deadline for applications is March 27, 2017 at 7 AM HST. CONTACT: Olivia Thormodson Marine National Monuments of the Pacific Office U.S. Fish and Wildlife Service 300 Ala Moana Blvd., Suite 5-231 Honolulu, HI 96850 (808) 792-9525

Project Lead for Records Management Facilitator Internship / The U.S. Fish & Wildlife Service Marine Monuments of the Pacific Office, located in Honolulu, Hawaii/ Apply by **3/27 at 7am HST** / **SUMMARY:** The U.S. Fish & Wildlife Service Marine Monuments of the Pacific Office, located in Honolulu, Hawaii is looking an experienced Project Lead for our Records Management Facilitator internship program, whose main goal is 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 are looking for a motivated, resourceful, and conscientious information professional to become our in-house expert on all things information. The Project Lead will be responsible for managing the two Project Assistants, and helping our office reach its record management goals. One of the assistants will be based in Honolulu working with you, while the other will be based at a Refuge on our neighboring island, Kauai. This position will require some travel between the two islands by the Project Lead to ensure the goals of this program are being met. --- The Project Lead will work with his or her two assistant interns and 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. As Project Lead you will also be responsible for the recruitment and hiring of the next round of interns. --- 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. 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: · Must be able to stay the full six months of the rotation · Must be in your second year of graduate school, or have over a year plus experience in digitization and cataloging. · 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: · Experience cataloging or working with metadata. · 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. · A general background in biology, environmental science, or related field. **SCHEDULE:** This is a 6-month internship, and we will require you to stay for the full duration. As Project Lead you are also responsible for the smooth transition between rotations. During your six months, a 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, including reimbursement for luggage and transportation from the airport, if necessary. Any work travel, to and from Kauai will also be covered. 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. 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. 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[Principal Clerk Library](#) / Town of Westport, MA

[Learning Technologies Specialist for Sciences](#) / Harvard University / Cambridge MA
[Technical Product Manager](#) - / EBSCO Information Services - Ipswich, MA or Durham, NC
[Children Librarian](#)/ Massachusetts Municipal Association / - Reading, MA

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Data Analyst / Clark Hill PLC / Detroit MI / Clark Hill PLC is seeking a data analyst to assist the Conflicts Manager with researching, running, and reviewing conflict reports, as well as all other related Conflicts Department tasks. This full time position will be located in our Detroit, MI office. The ideal candidate must be an analytical thinker, possess excellent customer service skills, have outstanding attention to detail, and enjoy technology. The person in this position will be taught how to use Elite and other Conflict Checking Software, and will be processing lateral hire conflict research, as well as the day-to-day conflict searches. This position requires: · A minimum of a 3.5 GPA; · Excellent researching skills; · Proficiency using Excel and Word; and · The ability to understand the importance of maintaining and verifying data integrity. Candidates are asked to submit a cover letter and resume (including salary requirements) to: kklish@clarkhill.com . Equal Opportunity Employer.

[Library Assistant - Youth Services](#)/ Howell Carnegie District Library - Howell, MI

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[Branch Manager II](#), Eastern Branch (full-time)/ Jackson District Library / Jackson MI
[Reference Librarian](#), Carnegie (28 hours) / Jackson District Library / Jackson MI
[Librarian II Cataloger](#), Technical Services (full-time) / Jackson District Library / Jackson MI

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New York (state)

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[Youth Services Librarian](#) / Catskills Public Library / Catskill NY / Apply **by 3/1**

Library Director / Croton Free Library / Croton-on-Hudson NY/ Apply **by 3/15**/ The Croton Free Library seeks an innovative and energetic individual to lead a public library in the vibrant northern Westchester river town of Croton-on-Hudson. Located 35 miles north of New York City on the Metro-North Rail line, Croton-on-Hudson is a village of approximately 8,000 residents, with a thriving artistic community, ample parks and open space. The library is central to the town's life, with a loyal following of young parents, commuters, retirees, and an active K-12 student population. The Croton Free Library, founded in 1937, serves as a vital link in the life of Croton-on-Hudson with a collection of over 80,000 items, a Maker Space, a community room, Children's and Teen rooms and 4 full-time and 29 part-time dedicated staff members. Its extensive event programming draws 11,000 participants annually. Croton Free Library is an Association library with a nine-member Board of Trustees providing governance. A member of the Westchester Library System, the Library has a 2016-2017 operating budget of \$940,000. The Director will manage library policies and budgets, implement library services, hire and supervise staff and volunteers, oversee the physical plant, and direct library management initiatives that will lead the Library into the future. The Director will work closely with the Board of Trustees maintaining open lines of communication and informing the Board of emerging developments in the field through participation in professional organizations, attendance at conferences, and knowledge of library literature and emerging library technologies. Qualified applicants are required to have an MLS from an ALA accredited institution. Applicants must demonstrate knowledge of library technology and possess excellent oral, written and interpersonal skills. Desired skills include: a working knowledge of library administration and budget management; familiarity with facilities management, adult and children's programming and collection

development; demonstrated knowledge and interest in integrating library technologies and social media initiatives into a public library setting; ability to maintain cooperative and productive relationships with staff members, community groups, board members and volunteers, prospective donors and a diverse general public; and the ability to think strategically and proactively to achieve library goals and objectives Salary competitive and benefits package included. Interested applicants should apply by March 15, 2017 by sending a detailed resume and cover letter to cfl.director.search@gmail.com

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[Archives Intern](#) - Cartier, 5th Ave Mansion/ Haute Horlogerie - New York, NY

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[Technical Product Manager](#) - / EBSCO Information Services - Ipswich, MA or Durham, NC

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Children and Teen Services Librarian – Part-time / [Northland Public Library](#) / Pittsburgh, PA / [Full job description click here](#) and [more details click here](#) / Send [application](#) and resume to nplhumanresources@einetwork.net

[Assistant Professor-Reference Librarian](#) / Delaware County Community College / Media PA
[Research & Instruction Librarian](#) / Gettysburg College / Gettysburg PA

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South Dakota

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[Art Educational Technician](#) (Reg FT 12 month, with benefits)/Community College of Allegheny County - Pittsburgh, PA

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[Texas Digital Library Software Engineer](#) University of Texas / Austin TX

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[Metadata Librarian](#) / ProQuest/ Seattle, WA

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UK & Ireland

Ireland

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UK

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International

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