

2017 INALJ Jobs

Naomi House

James Adams & Chloe McLaren, Content Managing Editors

Aisha Conner-Gaten, Content Editors- Submissions Formatter

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

SPONSORED

[Assistant Library Manager](#) / City of Chandler/ Chandler, AZ / Apply by **4/16**

[Librarian \(Foothills\)](#) / Yuma County Library - Foothills Branch/ Yuma, AZ / Apply by **5/15**

[Associate University Librarian for Collections & Scholarly Communication](#) / University of California, Los Angeles/ Los Angeles, CA

[User Experience Designer](#) / New York University / New York, NY

[Head, Technical Services](#) / Abington Township Public Library / Abington, PA

[Library Manager](#) / Chewelah Public Library, a branch of Libraries of Stevens County/Chewelah, WA/ review of applications begins **4/3**

[Community Engagement and Economic Development Manager](#) / King County Library System (KCLS) / Issaquah, WA / Apply by **4/3** / [for more details 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

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

Sponsored

[Assistant Library Manager](#) / City of Chandler/ Chandler, AZ / Apply by **4/16**

[Librarian \(Foothills\)](#) / Yuma County Library - Foothills Branch/ Yuma, AZ / Apply by **5/15**

Other jobs

[Library Assistant](#)/ Public Library/ Scottsdale AZ/ Apply by **4/7**

[Library Aide](#)/ Public Library/ Scottsdale AZ/ Apply by **4/9**

[Supervisory Librarian](#)/City of Apache Junction, AZ - Apache Junction, AZ

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=104060

Sponsored

[Associate University Librarian for Collections & Scholarly Communication](#) / University of California, Los Angeles/ Los Angeles, CA

Other jobs

[Library Technician](#) / Fort Bragg – Mendocino County/ Fort Bragg CA/ Apply by **4/13**

[Library Clerk](#)/ On-Call, Temporary/City of Salinas, Central Coast/ CA

[Library Assistant](#)/ Livermore Public Library/ CA/ Apply by **4/17 at 5pm**

[Library Assistant](#)/ Napa Library/ CA/ Apply by **4/17 at 5pm**

[Interlibrary Services Assistant](#)(Library Services Specialist II) – Library/ San Francisco State University /San Francisco, CA/ Apply by **4/13**

[Librarian](#)/ Chabot - Las Positas Community College District - Hayward, CA/ Apply by **4/28**

[Education/Library Science \(FA0073 Liaison - Systems Librarian\)](#)/California State University / Chico, CA (POSTED in Dec but still up)

[Library, Media and Information Specialist](#) /Tarbut V'Torah Community Day School - Irvine, CA

[Competitive Strategy Manager](#)/ Lyft/ San Francisco, CA

Colorado

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

[Library Assistant](#)/ City of Aurora CO/ Apply by 4/7 at Noon

Connecticut

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

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

[Translation Support](#) /LAC/ Washington DC
[Document Delivery Support Tier 1](#) /LAC/ Washington DC
[Information Desk Support](#) / Washington DC
[Document Delivery Support Tier 2](#) / LAC/ Washington DC
[Digitization Technician](#) /LAC/ Washington DC
[IADRP Data Manager](#) / LAC/Washington DC
[Collection Management Support](#) / LAC/ Washington DC
[AlzPED Curator at a Health Library](#) / LAC/Washington DC
[Research Studies and Special Project Librarian](#) / LAC/Washington DC
[Online Collection Troubleshooting Support](#) / LAC/ Washington DC
[Cataloging Support](#) / LAC/ Washington DC
[Information Desk Support](#) / LAC/Washington DC
[NAVTAC II Librarian \(LIB-1\)](#) Job/SAIC / Washington, DC
[Metadata Librarian](#) - Founders Library-Howard University - Washington, DC

Assistant Librarian - Seward & Kissel LLP/ Seward & Kissel / DC or NYC/ Seward & Kissel, founded in 1890, is a leading U.S. law firm with an international reputation for excellence. We have offices in New York City and Washington, D.C. Job Description: Provide a high level of quality legal research and reference services support to the New York and Washington DC offices using both print and electronic resources. Assist the Manager of Library Services in the day-to-day operation of the Firm's library and interact daily with attorneys, legal assistants, administrative staff, clients, vendors and peers at other law firms. Responsibilities: Include, but are not limited to: responding to requests for information + providing timely, accurate and cost-effective research for attorneys in the New York and Washington D.C. offices using print and electronic resources + collaborating with the Library Services Manager to provide assistance with research problems and data acquisition + arranging for timely and cost effective document retrieval + coordination of interlibrary loans + coordinating and acquiring online passwords for legal staff + coordinating research-related training sessions + locating, filing or copying selected material + entering information into various Firm databases + opening and sorting mail, preparing check requests, answering phone requests for library materials, processing invoices, posting payments to accounting spreadsheets, checking-in and routing serials on EOS + ordering, retrieval, and organization of books, periodicals, magazines, newspapers, and other materials + updating library webpage + creating statistical databases (structure, queries, forms, reports and labels) + participating in pilot evaluations and special projects + participating in professional associations and attending professional development and networking functions + prioritizing multiple projects while balancing tight deadlines, availability of resources and cost restrictions + maintaining the physical library, e.g. shelving and shifting of books + utilizing databases to assist in the Firm's new client intake and conflict checking processes : Skills and abilities: knowledge of bibliographic classification systems and cataloging rules (i.e. AACR2r, MARC21, the Library of Congress classification system + knowledge of online legal databases and business resources, such as: Bloomberg Professional, Checkpoint, Cheetah, Clear, CourtLink, IntelliConnect, LexisAdvance, Newsdesk, Practical Law, Practice Adviser, RBsource, Securities Mosaic, WorldCat and World Check + excellent Microsoft Office computer skills, including: Word, Excel, Outlook, Access, PowerPoint and SharePoint + a team player, with a willing and proactive approach and who is able to communicate readily and work closely with attorneys at all levels and administrative directors and managers and possesses the tenacity needed to see projects through to the end + excellent written

and oral communication skills + possess strong problem-solving, organizational and administrative skills + ability to understand legal concepts + excellent attention to detail + flexible and willing approach + skill at handling multiple tasks at one time and working with regular interruptions + resilience and ability to work well under pressure : Job & Educational Requirements: MLS/MLIS from an ALA-accredited program or a student who is currently enrolled in an MLS/MLIS program + Contact Information & Application Instructions: Send cover letter and résumé to toby@sewkis.com or fax to 212-480-8421 with "Assistant Librarian" in the subject line. While we would like to respond to all applicants, we only contact those applicants we are interested in meeting.

Delaware

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

[Digital Content Specialist](#), Reference and Instructional Services Department, Library/ University of Delaware Library / Newark, DE / Apply by **4/21**

Florida

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

[Librarian, Public Services](#)/ Collier County, FL - Naples, FL

Georgia

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

[Family Library Assistant](#): Variable Part-Time Shifts, Hughes Spalding/Children's Healthcare of Atlanta / Atlanta, 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

[Library Page](#) / City of Boise ID/ Apply by **4/5 at 5pm**

Illinois

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

[LIBRARIAN I](#) / Lincoln Library, The Public Library of Springfield, Illinois / Apply By **4/30 AT 11PM CST**

[Intern - Strategic Services](#)/ BCBS/ Chicago IL

[Arity Competitive and Market Intelligence Analyst](#)/ Allstate/ Chicago 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

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

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

[Electronic Resources Associate](#)/MIT - Cambridge, MA

Michigan

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

[Library Director](#)/Darcy Library of Beulah - Beulah, MI / [for more info](#)

Minnesota

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

[Lead Big Data Applications Developer](#)- United Health Group- Minnetonka, MN
[Instruction and Digital Services Librarian](#)/ Saint Mary's University of Minnesota / Winona, MN

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

[Librarian - Technical Services](#) / Churchill County Library / Fallon, NV / Apply by 4/3

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

[Librarian 1 Public Relations](#) / Monmouth County NJ

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

[Resource Sharing Librarian](#) / SUNY Upstate Health Sciences Library / Syracuse NY

[RESIDENCY LIBRARIAN](#)/ Ithaca College / - Ithaca, NY – Apply by 4/15

[Library Assistant](#) /The Salvation Army - Suffern, NY

[Business Winning Intern](#) – Endicott/ BAE Systems/Endicott NY

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

Sponsored

[User Experience Designer](#) / **New York University / New York, NY**

Other jobs

[Electronic Resources Librarian](#) (Instructor)/City College of New York - New York, NY/ Apply by 4/29

[Facility Coordinator](#)/ Assistant Librarian/ Cushman & Wakefield / New York, New York

Assistant Librarian - Seward & Kissel LLP/ Seward & Kissel / DC or NYC/ Seward & Kissel, founded in 1890, is a leading U.S. law firm with an international reputation for excellence. We have offices in New York City and Washington, D.C. Job Description: Provide a high level of quality legal research and reference services support to the New York and Washington DC offices using both print and electronic resources. Assist the Manager of Library Services in the day-to-day operation of the Firm's library and interact daily with attorneys, legal assistants, administrative staff, clients, vendors and peers at other law firms. Responsibilities: Include, but are not limited to: responding to requests for information + providing timely, accurate and cost-effective research for attorneys in the New York and Washington D.C. offices using print and electronic resources + collaborating with the Library Services Manager to provide assistance with research problems and data acquisition + arranging for timely and cost effective document retrieval + coordination of interlibrary loans + coordinating and acquiring online passwords for legal staff + coordinating research-related training sessions + locating, filing or copying selected material + entering information into various Firm databases + opening and sorting mail, preparing check requests, answering phone requests for library materials, processing invoices, posting payments to accounting spreadsheets, checking-in and routing serials on EOS + ordering, retrieval, and organization of books, periodicals, magazines, newspapers, and other materials + updating library webpage + creating statistical databases (structure, queries, forms, reports and labels) + participating in pilot evaluations and special projects + participating in professional associations and attending professional development and networking functions + prioritizing multiple projects while balancing tight deadlines, availability of resources and cost restrictions + maintaining the physical library, e.g. shelving and shifting of books + utilizing databases to assist in the Firm's new client intake and conflict checking processes : Skills and abilities: knowledge of bibliographic classification systems and cataloging rules (i.e. AACR2r, MARC21, the Library of Congress classification system + knowledge of online legal databases and business resources, such as: Bloomberg Professional, Checkpoint, Cheetah, Clear, CourtLink, IntelliConnect, LexisAdvance, Newsdesk, Practical Law, Practice Adviser, RBsource, Securities Mosaic, WorldCat and World Check + excellent Microsoft Office computer skills, including: Word, Excel, Outlook, Access, PowerPoint and SharePoint + a team player, with a willing and proactive approach and who is able to communicate readily and work closely with attorneys at all levels and

administrative directors and managers and possesses the tenacity needed to see projects through to the end + excellent written and oral communication skills + possess strong problem-solving, organizational and administrative skills + ability to understand legal concepts + excellent attention to detail + flexible and willing approach + skill at handling multiple tasks at one time and working with regular interruptions + resilience and ability to work well under pressure : Job & Educational Requirements: MLS/MLIS from an ALA-accredited program or a student who is currently enrolled in an MLS/MLIS program + Contact Information & Application Instructions: Send cover letter and résumé to toby@sewkis.com or fax to 212-480-8421 with "Assistant Librarian" in the subject line. While we would like to respond to all applicants, we only contact those applicants we are interested in meeting.

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

[Research and Learning Librarian](#) / Salem College Libraries / Winston Salem, NC / Apply by 4/3

[Metadata Transformation Librarian](#) / Duke University Libraries / Durham NC

[Serials Description Librarian](#) / Duke University Libraries / Durham NC

[Science Librarian](#) / Duke University Libraries / Durham NC

[Librarian for African Studies and African American Studies](#) / Duke University Libraries / Durham NC

[Electronic Resources Management Librarian](#) / Duke University Libraries / Durham 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

Ohio

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

[Intern- Dewey Decimal Classification PAID](#) / OCLC/ Dublin OH

[Associate Dean – University Libraries](#) / Bowling Green State University / Bowling Green OH/ Apply by 4/12

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

Sponsored

[Head, Technical Services](#) / Abington Township Public Library / Abington, PA

Other jobs

[Analyst, Merchandising](#)/ Giant Eagle/ Pittsburgh 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

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

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

[LIBRARIAN \(2017 - 2018\) Interim Position 8/1 - 3/26](#)/ Metropolitan Nashville Public Schools - Nashville, TN/ [for more info](#)

Texas

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

[Library Aide](#) (Job Number:DIL0008J)/ Inmate Programs-06/ Dilley TX

[Digital Scholarship Librarian](#) / Baylor University / Waco TX

[Librarian II - GIS and Geospatial Data Coordinator](#)/ University of Texas at Austin - Austin, TX

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

[Circulation, Programming, and Outreach Librarian](#) / James L. Hamner Public Library/ Amelia Court House, VA
[Library Assistant II](#) (Blyden Branch)/City of Norfolk, VA - Norfolk, VA

Washington

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

Sponsored

[Library Manager](#) / Chewelah Public Library, a branch of Libraries of Stevens County/Chewelah, WA/ review of applications begins **4/3**

[Community Engagement and Economic Development Manager](#) / King County Library System (KCLS) / Issaquah, WA / Apply by **4/3** / [for more details click here](#)

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

[Librarian](#)/Blackhawk Technical College - - Janesville, WI/ Apply by **4/24**

Wyoming

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

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

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