

2020 INALJ Jobs

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Issue 163 (includes all of 160-162)

Sponsored jobs *USA jobs *Canada jobs *International jobs

[INALJ 2020 fundraiser info](#)

SPONSORED JOBS

Due to the general uncertainty regarding COVID-19 & employment, please consider checking with employers before applying to be certain their search is still on

USA

USA – Virtual - Telework - Remote

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

[Digital Collections Librarian](#)/ Union College — Schenectady, NY & Remote

[Web Developer](#) -- University of Pennsylvania Libraries — Philadelphia, PA & Remote

[Competitive Intelligence Advisor](#)/ VirtualVocations /Springfield, OH & Remote

[Research Analyst- WGU Advancement](#) / WGU - Advancement / Work From Home

Alabama

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

Alaska

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

Arizona

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

Arkansas

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

California

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

[Processing Archivist- Temporary Part-Time](#) /The Natural History Museum of Los Angeles County
[Librarian](#) / Contra Costa County / Contra Costa County, CA

Colorado

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

[Librarian – Lamb Branch](#) / Pueblo City-County Library District / Pueblo, CO

Connecticut

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

[Advancement Database Manager](#)/ The Greenwich Country Day School /Greenwich, CT

Adult Services Position - Windsor Locks Public Library/ The Windsor Locks Public Library seeks a talented and innovative individual to fill the position of Adult Services Librarian. This full time 35.0 position requires flexibility in their schedule to allow for evening and weekend shifts. The ideal candidate would offer experienced, proven ability to foster teamwork, a visionary management style, a high degree of flexibility, demonstrates analytical thinking, and a sense of humor. The Adult Services Librarian performs a variety of administrative and professional library work related to planning, organizing, and directing the activities of the Adult Department. This position supervises the part time library staff and at times serves as a library-in-charge and oversees the facility in the absence of the Library Director. The primary

responsibilities of the Adult Services Librarian include oversight of the automated library system and circulation functions, establishing and communicating circulation policies and procedures, training, scheduling, and supervision of circulation staff, and modeling a high degree of customer service. Strong collection development experience essential. Oversees and develops the adult library collections including circulating and reference collections and oversees information services based on current trends and interests of the library's user community. Develops and maintains the library's websites and online services, public relations, community outreach, and other tasks as assigned. Working knowledge of online resources and social media platforms is essential. The successful candidate will demonstrate the ability to work independently and efficiently and to understand and interpret library policies, procedures, and rules in a rapidly changing and sometimes stressful atmosphere. Other responsibilities include compiling, analyzing, and providing narrative and statistical reports to the Director, Board, and State Library, developing and promoting diverse and creative adult programming, offering informed reader's advisory service. Excellent written and oral communication skills, the ability to prioritize and organize tasks, an understanding of budget management, and the ability to work and interact productively and cooperatively with staff, volunteers, and the public are essential. Supervisory experience is required. An MLS degree from an ALA accredited institution or a minimum of three years working with adult public library services and resources in a supervisory role is preferred. This position reports to the Library Director. Please send electronic resume and three references to: wlockslibposition@mail.com

DC (Washington, DC)

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

[Collections Strategist](#)/ GW Libraries/ The George Washington University

[Digital Services Manager](#)/ GW Libraries/ The George Washington University

[Director of Resource Description](#)/ GW Libraries/ The George Washington University

[Instructional Design Librarian](#)/ GW Libraries/ The George Washington University

[Metadata Librarian](#)/ GW Libraries/ The George Washington University

[National Education Association \(NEA\) Archivist, Rank I/II/III](#)- GW Libraries/ The George Washington University

[Research Services Librarian/ GW Libraries](#)/ The George Washington University

[Research Services Librarian for Undergraduate Research](#)- GW Libraries/ The George Washington University

[Software Developer](#)/ GW Libraries/ The George Washington University

Delaware

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

Florida

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

[Librarian I/II](#)/ Volusia County Government/ Daytona Beach, FL/ Apply by **9/16**

[Librarian III- Youth Services Section Head](#)/ Volusia County Government/ Daytona Beach, FL/ Apply by **9/16**

[Librarian I/II – Circulation Section Supervisor](#)/ Volusia County Government/ Daytona Beach, FL/ Apply by **9/16**

[Library Associate III](#)/ Clay County Government/ Fleming Island, FL /Apply by **9/30**

[Project Management & Marketing Coordinator](#)/ Florida Cancer Specialists, P.L. Bradenton, FL

Georgia

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

[Digital Asset Management System Lead- Cybrarian](#)/ Chik-fil-A/ Atlanta

Hawaii

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

Idaho

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

Illinois

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

Indiana

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

Iowa

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

Kansas

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

[Chief Executive Officer](#) / Topeka & Shawnee Co. Public Library / Topeka, KS / Apply by **10/18**

Kentucky

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

Louisiana

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

Maine

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

Maryland

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

[Technical Information Specialist](#) / National Institutes of Health / Bethesda, MD

Massachusetts

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

[Vice President for Philanthropy](#) / Greater Worcester Community Foundation / Worcester, MA

Michigan

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

[Digital Humanities Specialist](#) /Gale (Cengage Learning)/ Farmington Hills MI

Minnesota

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

Mississippi

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

Missouri

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

Montana

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

Nebraska

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

[Library Media Teacher \(District Pool\)](#) / Omaha Public Schools

Nevada

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

New Hampshire

to find more sites to job hunt at in NH check out [INALJ New Hampshire home page](#):

New Jersey

to find more sites to job hunt at in NJ check out [INALJ New Jersey home page](#):

[Youth Services Librarian](#) / Ringwood Public Library / Ringwood, NJ / Apply by **10/1**

[KM Research and Business Intelligence Analyst](#) / McCarter & English, LLP / Newark, NJ
[Medical Librarian, Lead for Instruction](#) / Seton Hall University / South Orange, NJ

New Mexico

to find more sites to job hunt at in NM check out [INALJ New Mexico home page](#):

New York (state)

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

[Part-Time Reference Librarian](#) / East Hampton Library / East Hampton, NY / Apply by **9/16**

[Full-Time Reference Librarian](#) / East Hampton Library / East Hampton, NY / Apply by **9/16**

[Part-Time Entry Level Librarian/Trainee](#) / South Huntington Public Library / Huntington Station, NY / Apply by **9/18**

[School Library Media Specialist](#) / Chenango Valley CSD / Binghamton, NY / Apply by **9/25**

[Collections Lead Librarian](#) / Syracuse University / Syracuse, NY

[Instruction Lead Librarian](#) / Syracuse University / Syracuse, NY

[Digital Preservation Librarian](#) / Vassar College / Poughkeepsie, NY

[Part-Time Adult Services Librarian](#) / Chappaqua Library / Chappaqua, NY

[Children's Librarian](#) / Putnam Valley Library / Putnam Valley, NY

Library Director / Robert A. Fahr Watervliet Public Library / Watervliet, NY / Apply by **9/14** / The Robert A. Fahr Watervliet Public Library is seeking an energetic and creative leader with a strong commitment to public library service for the position of Library Director to continue growth and maximize the positive impact the library has in the community. A municipal public library serving a user population of approximately 10,000, the Library is governed by a seven-member board of trustees. In 2015 the Library opened a fully renovated and expanded 3,700 sq. ft. facility that boasts a dedicated space for youth collections and services, an adult reading room, and a digital learning center. With the newly renovated facilities the library experienced a significant increase in Library circulation, visits, and program attendance. Building on this success the Library asked the Watervliet community to vote on an annual funding budget of \$150,000.00 which was overwhelmingly approved. The Library Director reports to the Board of Trustees and holds primary responsibility for the operation and management of the Library. Duties include collection, service, and program planning and management; collaboration with the board on the yearly budget; daily budget oversight; supervision of staff and volunteers; customer service; marketing, public relations and community outreach; implementation of technology to enhance library services, fundraising and grant writing. The position is scheduled to work 35 hours per week, with predominantly weekday hours and occasional Saturday hours to support library programs and events. The position requires an MLS or MLIS from an ALA-accredited university AND a minimum of 1-year post-MLS experience managing a public library or major library services. The ideal candidate will demonstrate flexibility, excellent communication skills, familiarity with current library technologies, and a

positive and professional attitude. The candidate should show an aptitude to work alongside the board to reach agreed upon goals for the betterment of the library community and evolve programs and library collection based on what library patrons and the board views as important services to maintain in the library. Demonstrated experience in library collection and program development, staff and volunteer supervision, budgeting, and facility management is also highly desirable. Fundraising and grant writing experience will be considered a plus. The Library Director's annual salary will be \$40,000 to \$45,000 based on the selected candidate's skills and experience. The package also includes paid vacation and sick time and health benefits are negotiable.

To apply please e-mail a cover letter, resume, and the names and contact information for three professional references to rafwpl.apply@gmail.com

Administrative/Library Research Assistant / AHR Associates / Albany, NY / AHR Associates provides forensic, actuarial and economic consultation to the legal community in the areas of personal injury, wrongful death and medical malpractice litigation. Working with the office principal, the Assistant oversees the everyday operations of the office such as answering phones, creating, organizing and maintaining files, creating correspondence and emails, preparing reports and documents, managing calendar of upcoming trial dates and appointments, handling mail, preparing invoices and managing accounts, ordering of supplies, monthly reconciling of the checking account, conducting research relative to case files and collecting data.

The successful candidate will be motivated, organized with knowledge of Microsoft Word, Excel, Outlook and conducting research on the internet. Familiarity with Quicken would be helpful. Prior administrative assistant and library research experience is required. Hours are negotiable, and salary is commensurate with experience. Interested candidates can send their resumes to AHREconomist@anthonyhriccardi.com.

[Executive Director Marketing and Communications/](#) Rochester Institute of Technology (RIT) /Rochester, NY

[Associate Vice President for University Advancement/](#) Rochester Institute of Technology (RIT)

[Programmer/Analyst/](#) Alfred University/ Alfred NY

[Digital Collections Librarian/](#) Union College — Schenectady, NY & Remote

[Major Gifts Officer, Law School](#) / Cornell University/ Ithaca NY

[Web Designer/Writer \(Design and Creative Communications Specialist\)](#) / Cornell University/ Ithaca NY

[Instructional Technologist](#) - The College of Veterinary Medicine Educational Support Services (ESS) team / Cornell University/ Ithaca NY

NYC

to find more sites to job hunt at in NYC check out [INALJ New York City home page](#):

[Director, Health Information Services](#) / Maimonides Medical Center / Brooklyn

[Archivist](#) - Temporary, Contract/ Lincoln Center for the Performing Arts/ New York NY

North Carolina

to find more sites to job hunt at in NC check out [INALJ North Carolina home page](#):

[School Library Media Specialist](#) / Wake County Public School / Cary, NC

[Job Help Center Librarian](#) / Charlotte Mecklenburg Library / Charlotte, NC

[Librarian, Children's \(South Blvd.\)](#) / Charlotte Mecklenburg Library / Charlotte, NC

[Director of Library Services](#) / Mars Hill University / Mars Hill, NC

[Full Time Children's Library Associate-Union West](#) / Union County Library / Monroe, NC

[Analyst, Navigation](#) / Lowe's / Mooresville, NC

[Library Branch Managers - Beaufort and Newport Branches](#) / Carteret County Public Library / Beaufort, NC

[Collections and Access Leader](#) / Charlotte Mecklenburg Library / Charlotte, NC

[Collections and Access Leader](#) / Mecklenburg County / Charlotte, NC / **Apply by 9/14**

[Department Head, Access Services](#) / NC State University / Raleigh, NC

[Head of Software Development](#) / UNC-Charlotte / Charlotte, NC

[Media Coordinator](#) / Cochrane Collegiate Academy / Charlotte, NC

[Coordinator, Media / 2020-21](#) / Albemarle Road Middle / Charlotte, NC / **Apply by 10/1**

[Library Branch Manager - Fletcher Branch](#) / Henderson County Library System / Fletcher, NC

[Adult Services Librarian](#) / City of Greensboro / Greensboro, NC

[Librarian I / Circulation Manager - Main Library](#) / Henderson County Library System / Hendersonville, NC

[Children's Program Coordinator](#) / Liberty Public Library / Liberty, NC

[Library Assistant - Main and Sneads Ferry Branches](#) / Onslow County Public Library / Jacksonville, NC

North Dakota

to find more sites to job hunt at in ND check out [INALJ North Dakota home page](#):

Ohio

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

[Library Director](#) / Southwest Public Libraries / Columbus, OH / Apply by **10/25**

[Associate Dean of Development and Alumni Relations](#), Case Western Reserve University, Cleveland, Ohio

[Competitive Intelligence Advisor](#)/ VirtualVocations /Springfield, OH & Remote

Oklahoma

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

Oregon

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

Pennsylvania

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

[Web Developer](#) / University of Pennsylvania – Van Pelt Library / Philadelphia, PA

[Catalog Support Librarian](#) / University of Pennsylvania – Van Pelt Library / Philadelphia, PA

[Arnold and Deanne Kaplan Collection of Early American Judaica Curator of Digital Humanities](#) /

University of Pennsylvania – Van Pelt Library / Philadelphia, PA

[Collection Strategist Librarian](#) / West Chester University / West Chester, PA / Apply by **10/1**

[Library Clerk\(s\) \(Part Time\)](#) / Mt. Lebanon Public Library / Pittsburgh, PA / Apply by **9/18**

[Page \(Part Time\)](#) / Wissahickon Valley Public Library – Blue Bell Branch / Blue Bell, PA / Apply by **9/30**

[Circulation Desk Attendant \(Part Time\)](#) / Wissahickon Valley Public Library – Ambler Branch / Ambler, PA / Apply by **9/30**

[Web Developer](#) -- University of Pennsylvania Libraries — Philadelphia, PA & Remote

[Research & Instructional Services Librarian](#) / Drexel University – Kline School of Law / Philadelphia, PA /

Apply by **10/8**

[Public Services Technician](#) / Allegheny College / Meadville, PA

[Chief Information Officer](#) / Allegheny College / Meadville, PA

[Electronic Resources and Serials Librarian](#) / Bryn Mawr College Libraries/ Philadelphia PA

Puerto Rico

to find more sites to job hunt at in PR check out [INALJ Puerto Rico home page](#):

Rhode Island

to find more sites to job hunt at in RI check out [INALJ Rhode Island home page](#):

South Carolina

to find more sites to job hunt at in SC check out [INALJ South Carolina home page](#):

[Assistant Librarian](#) / The University of South Carolina / Columbia

South Dakota

to find more sites to job hunt at in SD check out [INALJ South Dakota home page](#):

Tennessee

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

[Assistant Professor of Practice in Information Sciences](#) / The School of Information Sciences in the University of Tennessee, Knoxville's (UTK) College of Communication and Information (CCI)

Texas

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

Utah

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

Vermont

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

Virginia

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

[E-Resource Cataloging Librarian](#) / Liberty University / Lynchburg, VA
[Research Assistance Librarian](#) / Liberty University / Lynchburg, VA

Washington

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

[Open Educational Resources \(OER\) & Instruction Librarian](#)/ Renton Technical College/ Renton, WA

West Virginia

to find more sites to job hunt at in WV check out [INALJ West Virginia home page](#):

Wisconsin

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

[Business Strategy Plan Director](#) (PS38820) / Anthem / Waukesha, WI

Wyoming

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

CANADA

(all dates in U.S. format, Month/Day)

Alberta

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

British Columbia

to find more sites to job hunt at check out [INALJ British Columbia home page](#):

Manitoba

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

New Brunswick

to find more sites to job hunt at check out [INALJ New Brunswick home page](#):

Newfoundland & Labrador

to find more sites to job hunt at check out [INALJ Newfoundland & Labrador home page](#):

Northwest Territories, Nunavut & Yukon

to find more sites to job hunt at check out [INALJ NWT, Nunavut & Yukon home page](#):

Nova Scotia & PEI

to find more sites to job hunt at check out [INALJ Nova Scotia & Prince Edward Island home page](#):

Ontario

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

[Vice-Provost & University Librarian](#) / Queen's University/ Ontario

Québec

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

Saskatchewan

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

UK & Ireland

(all dates in US format, Month/Day)

Ireland

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

UK

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

[Development Director](#) / St Catherine's College, Oxford / Oxford, South East England, United Kingdom

International (other countries)

International (all dates in US format, Month/Day)

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

[Content Developer II](#) / Motorola Solutions / Penang, Malaysia