

Activity: Reinventing Your Professional Self

Sample Job Advertisements taken from

www.joblistala.org

Senior Information Librarian

REQUIREMENTS:

Master's degree in Library Science from an ALA-accredited program OR eligibility for Librarian 4 certificate in Indiana and an equivalent combination of education and experience in public or reference service.

Interest and ability in working with the public.

Ability to work independently.

Attention to detail.

Computer literacy.

MAJOR TASKS:

Answer informational and directional questions placed in person, by telephone, by letter, by e-mail, and by fax using library, as well as community resources. Assist patrons in locating information and materials. Schedule, monitor, and assist Internet users. Assist patrons in the use of computers, OPAC, microfilm/microfiche equipment, typewriter, and photocopier. Provide Reader's Advisory Service.

Maintain and continually develop the reference collection relevant to community needs; recommend reference materials for purchase to Division Supervisor; weed and update existing reference collection.

Assume responsibility for the Information Services Division in the absence of the Division Supervisor. Answer Ask-the-Librarian e-mail questions.

Cross trained to back up the librarian with responsibility for government documents. Keep informed of developments in the library field through reading and participation in professional activities and meetings.

Perform other tasks assigned by Division Supervisor.

Assume responsibility for the library system in the absence of a supervisor.

Archivist/Records Manager

Massachusetts College of Art and Design seeks to hire an Archivist/Records Manager.

The Archivist/Records Manager manages the College's archival collections and records. This position is directly responsible for accession, preservation, and provision of access to permanently retained archival collections as well as oversight of temporary records.

Primary responsibilities include (1) preserving archives and special collections, (2) preserving and disposing of records as scheduled, (3) locating and providing information and evidence needed to support College operations, to meet public information requests, and to advance scholarship, (4) complying with federal and state laws and regulations, (5) ensuring that the College's history is effectively documented and well understood, (6) supporting the College's curriculum by making rare materials available for teaching and learning.

Instruction and Outreach Librarian

Morehead State University, located in the foothills of the Appalachian Mountains in eastern Kentucky, is recognized as one of the top public universities in the South by U.S. News & World Report. MSU continues to be much more as it strives toward becoming an even greater institution while making a lasting impact on the students of Eastern Kentucky and beyond. We are always looking for quality employees to help the University aspire to be the best public regional university in the South. We are accepting applications for a full-time, standing position as Instruction and Outreach Librarian in the Camden-Carroll Library.

Responsibilities: Serves as a member of the Library's Instructional Services department; provides instruction to students and faculty at all Morehead State campuses in face-to-face and online environments; coordinates and assesses the library's outreach, programming, social media and marketing efforts; serves as a library representative for official University events, first-year programs, recruitment efforts and outreach to the community; supervises one full-time staff member; works regularly scheduled shifts (including occasional evenings and weekends) at the Research Services desk; participates in library planning and serves on library and university committees; serves as library liaison to at least one academic department.

Qualifications: Master's degree from a program accredited by the ALA; experience providing instruction with an understanding of issues and trends in information literacy; strong technology skills; extensive knowledge of commonly used social media and software applications; experience presenting or organizing programs; knowledge of current trends in library promotion; ability to form and maintain good working relationships with students and faculty; and excellent written and oral communication skills.

Desired Qualifications: Teaching experience at the high school or college level. Experience working in an academic library. Advanced technology skills, including knowledge of image, screen capture, or video creation software and hardware. Training and/or experience in outreach, promotion, or marketing. Grant writing experience. Additional master's degree in a related field.

Library Services Manager

DTI is seeking a part-time Library Services Manager to work on-site with our law firm client in Newark, NJ. This position will require about 25-35 hours a week.

Interested candidates please submit your resume and salary requirement to jcathey@dtiglobal.com and reference Library Services.

This person will need the following skills:

Supervise and manage the physical library

Filing and manage the library inventory

Handle research questions and research requests with overflow going to our Atlanta OnDemand team

Work with research database providers and negotiate rates

Understanding of litigation support process and ability to take in work requests from attorneys and firm professionals and liaise with outside vendors to get work completed

Strong communication skills – to liaise with attorneys and other firm professionals