

Reference Librarian

Posting Details

Position Information

Job Title Reference Librarian

Job Description

SUMMARY

Reference Librarian. One year appointment, 20 hours per week (up to 28 on occasion). Minimum of 2 evening shifts per week.

Essential Duties Summary

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by proper personnel.

GENERAL RESPONSIBILITIES

- Will provide reference coverage, face to face, chat, phone, and email.
- This position will work with the library faculty to coordinate reference, instruction, and information literacy assistance
- There will be special projects as assigned, specifically related to electronic resources management and library technology.

Required Qualifications

QUALIFICATIONS

- Recent MLS or MIS graduate preferred; will consider current Library/Info Science Grad student with at least one year of graduate school completed.
- Excellent written and oral communication and interpersonal skills; strong computer skills, including demonstrated competence with Microsoft Office and Web 2.0; provide reference coverage via face to face, phone and email.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Individual will exhibit a life and service that is in full accord with the Spring Arbor University Concept and Community Covenant.
- Experience working in multicultural academic environments preferred and individuals from diverse populations are encouraged to apply.

Preferred Qualifications

Physical Demands

Job Type Part Time

Location Spring Arbor

Posting Detail Information

Posting Number P-197

Open Date 09/04/2018

Close Date

Open Until Filled Yes

Special Instructions to Applicants

Documents Needed To Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Letter of Recommendation

Applicants must apply online through the portal and can view the full posting at: <https://arbor.peopleadmin.com/postings/1414>