Librarian - HigherEdJobs

higheredjobs.com/search/details.cfm

Type: Adjunct/Part-Time
Salary: $32 per hour
Posted: 3 days ago
Application Due: Open Until Filled
Category: Libraries

General Description

The Part-time Librarian fosters a supportive and informative learning space for students, faculty, and staff at UCNJ. The Part-time Librarian provides essential reference and research assistance and helps students use the information resources available at the College. Additionally, the Part-time Librarian contributes to library programming and projects.

Characteristics, Duties, and Responsibilities

- Provides research and reference assistance to students, faculty, and staff.
- Assists faculty, staff, and students with locating and retrieving information through the use of library databases and resources.
- Develops information literacy within the UCNJ community through guidance on effective and ethical use of online and AI tools.
- Collaborates with Librarians and other faculty to provide in-class Library Instruction.
- Maintains statistics of library services rendered while on duty.
- Assists with special projects and programs, as needed.
- Performs other duties as assigned by the Director of Libraries or designee.

Education Requirements

American Library Association accredited MLS degree required.

Experience

Academic Library experience strongly preferred.

Competencies and Skills Required

- Strong interpersonal and communication skills.
- Strong reference experience.
- Strong Library instruction and/or teaching experience.
- Curiosity
- Quick study

- Knowledge of electronic outreach for libraries.
- Commitment to a culturally diverse perspective.
- Excellent oral and written communication skills.
- Knowledge of computer applications in library and office environment.
- Experience with Windows applications.

Physical Demands and Work Environment

- This position's duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.
- Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.
- No or very limited exposure to physical risk.
- Some travel required.

Salary: $32.00 per hour

Additional Information

UCNJ Union College of Union County, NJ does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

UCNJ Union College of Union County, NJ is an EEO/AAP Employer/Protected Veteran/Disabled

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Disclaimer: This job description outlines the general nature and key features performed by various positions that share the same job classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of all employees assigned to the job. Nothing in this job description restricts management's right to assign or re-assign duties to this job at any time due to reasonable accommodations or other business reasons.

Terms of Employment

Part-time hours not to exceed 25 hours per week. Must be able to work at any of all three campus libraries. Flexible schedule to meet department needs. Some evening, weekends, and extended hours will be required. Ability and willingness to travel on short notice to all on and off- campus sites as needed by the college. Employee must establish primary residency in New Jersey within one year of appointment unless an exemption applies.

Open Until Filled: Yes

An "Equal Opportunity Employer"