

Library Specialist



Department: Library

Type: Staff, Part-time (15 hours per work)

The Hugh Stephens Library has an opening for a Library Specialist to work approximately 15 hours per week during the academic school year. The Library seeks candidates who can provide research assistance, oversee the library on regularly scheduled evenings and/or weekend shifts, and work on various library tasks and projects. This part-time position requires working one weekday evening or weekend shift, as well as at least two weekday, daytime shifts per week during the Fall and Spring Semesters.

Responsibilities:

1. Provide research assistance to Stephens students, faculty, and staff.
2. Assist students and faculty with research databases, web searching, formatting styles such as APA and MLA, and computer applications as necessary to meet information needs.
3. General supervision of the library building during evening and weekend shifts.
4. Supervise student workers during evening and weekend hours.
5. Assist with MOBIUS book shipments and processing.
6. Assist with other duties and projects such as collection management, library programming, copy cataloging (with training provided) and/or other possibilities as determined by candidate/staff interests and library needs.

Qualifications:

- Master's degree in Library Science, or current graduate student in Library Science, or library experience that includes research assistance and/or public service components.
- Excellent interpersonal and communication skills and a patron-focused philosophy.

To Apply:

Qualified applicants should complete an online [Stephens College application](#) with the following

- A cover letter
- Resume
- Names of at least three professional references

Applications will be reviewed until the position is filled. The successful candidate must pass a criminal background check.

Equal Opportunity Employer. A diverse community on campus is valued.

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