College of Mount Saint Vincent

Job Description

Job Title: Reference Librarian (Part-Time Seasonal)

Department: Library

Reports to: Director for Library

Summary:

Reporting to the Director for Library, the Reference Librarian will provide circulation and reference services to faculty and students, as well as other projects as assigned. This is a part-time, seasonal, evening and weekend position. Applicants should be familiar with library technology, and have a passion to promote learning in a liberal arts college. There will be times when the person in this role is the only adult in the library.

The successful candidate will possess excellent communication skills and be able to work alongside library personnel. The position involves using book carts, boxes and moving materials weighing up to 25 pounds.

Duties include: Shelving, Circulation, Reference, Serials/Periodicals, InterLibrary Loan, Collection Development, Library Instruction, Content Creation, Social Media Updating, Opening and Closing the Library

Qualifications:

* ALA accredited MLS/MLIS degree or degree in progess
* Knowledge of Library of Congress Classification
* Advanced internet research skills
* Excellent writing skills
* Knowledge of desktop computing and general office software (including but not limited to Microsoft Word, Excel, PowerPoint)

Typical Hours (May Change Depending on Circumstance):

Sun 2pm-10pm

Mon-Thurs 6pm-11pm

Compensation:

$29/hr

Application Procedure:

For full consideration, submit in MS WORD or PDF format: a cover letter, resume and names and contact information for 3 references to hr@mountsaintvincent.edu

The College of Mount Saint Vincent is an academically excellent, authentically inclusive, Catholic and ecumenical liberal arts college with approximately 1,500 undergraduate students and 300 graduate students located in the Riverdale section of the Bronx, New York City. Our beautiful 70-acre campus of rolling lawns and wooded hills overlooking the Hudson River is just 12 miles from midtown Manhattan.

*AA/EOE*

*College of Mount Saint Vincent is committed to provide equal opportunity, employment, and advancement opportunities to all individuals. The College of Mount Saint Vincent does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or any other characteristic protected by Federal, State, or Local Laws.*

*Last Updated March 6, 2022*