

PART-TIME INSTRUCTION AND REFERENCE LIBRARIAN
MCENTEGART HALL LIBRARY, ST. JOSEPH'S UNIVERSITY, BROOKLYN

St. Joseph's University invites applications for a part-time reference and instruction librarian for the McEntegart Library on the Brooklyn Campus, located in the historic neighborhood of Clinton Hill. Instructional services responsibilities include teaching information literacy skills to undergraduate students enrolled in freshman seminars, writing courses, and core curriculum offerings. Other routine duties include staffing the reference desk, providing remote reference services, updating subject guides, collection management and assigned projects in keeping with the activities of an academic library.

The regular (academic semester) weekly schedule is Monday through Thursday from 8:30 am – 2:00 pm and two Saturdays per month. There will be a reduced schedule during the summer and intersessions. Successful candidates will possess excellent communication skills and adhere to scheduled hours by punctual, regular attendance. Essential to employment is accurate adherence to library and college rules, policies, and procedures, including maintaining strict confidentiality of user records. A courteous, tactful, professional demeanor should epitomize all interactions. Any changes in local/state/federal guidelines to ensure health and safety may revise the responsibilities and requirements of the position.

REQUIRED:

- Completed MLS/MLIS/MS degree from an ALA-accredited institution
- Professional-level proficiency in database searching and technology skills
- Demonstrated ability to teach students at the post-secondary level
- References from professional librarians or graduate-level library school faculty

DESIRED:

- Familiarity with *LibGuide* software and a learning management system (e.g., Canvas)
- Ability to create online tutorials for campus-based and distance education students
- Experience providing reference and information services in person and remotely

Review of applications will begin immediately and continue until the position is filled. Preference will be given to credentials received by 5 pm on Wednesday, July 20,

2022. Send cover letter and resume/CV in one file (MS Word or pdf) addressed to Dr. Elizabeth Pollicino Murphy, Executive Director of Libraries, at Callahan.Instruction@sjcny.edu (SUBJECT LINE: Part-time Librarian). Only electronic submissions will be accepted (i.e., no phone inquiries or hard copy materials).