REFERENCE LIBRARIAN

ACADEMIC RANK: Assistant Librarian

SALARY/CONTRACT: $34,000 minimum. A two-year appointment, renewable, tenure track position. The professional obligation is for a calendar year with benefits determined by SUNY/UUP contract agreement.

LINE OF REPORTING: Reports to the Team Leader of Information Access.

RESPONSIBILITIES: Provision of reference assistance and course-related library instruction. Also participation in the faculty liaison program and resource development, with a focus on U.S. government publications.

JOB DESCRIPTION:

1. Provides general reference assistance at the Information Desk & at the virtual information desk on a scheduled basis, including evenings and weekend rotation.

2. Utilizes and interprets the online public access catalog and federated search system(s), online databases (e.g., InfoTrac, ProQuest Direct, Lexis-Nexis, etc.), electronic government document resources, Internet services, and traditional print reference sources to clientele.

3. Provides course-related library instruction for students (freshman-graduate) in cooperation with teaching faculty across all disciplines.

4. Provides group interactive demonstrations of electronic reference sources to promote end-user direct access to library services.

5. Selects and promotes the use of the government documents collection.

6. Prepares bibliographic guides and instructional aids.

7. Serves as a resource librarian and faculty liaison in assigned subject area(s).

8. Responsible for special projects as assigned.
QUALIFICATIONS:

1. Master’s degree in library/information science. Some academic library experience desirable.

2. Strong reference service orientation and knowledge of electronic and traditional information sources and services.

3. Demonstrated oral and written communication skills.

4. Strong computer skills and experience in using HTML and web editors to create and maintain web pages.


6. Excellent interpersonal skills and ability to work with a diverse clientele in a goal-oriented library team.

7. Experience with chat software desirable.


9. Flexibility, creativity, initiative, and the ability to work in a rapidly changing environment.

10. Physical ability to move about a three-story building and handle tools of the trade – books, computers, etc.

To Apply: Please note search number F06-11 on all materials presented in connection with this position. Submit your cover letter, resume, and names of three references to:

Megan Coder, Search Chair
SUNY New Paltz
Sojourner Truth Library
# F06-11
300 Hawk Drive
New Paltz, NY 12561-2493

Or submit electronically to: coderm@newpaltz.edu
Please include the job title in the subject line of your email.

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