

Assistant Librarian
University at Buffalo, The State University of New York

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Posted Dec. 21, 2018, set to expire Jun. 26, 2019

Job Title	Assistant Librarian
Department	University Libraries - Vpul
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 21, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
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Job Description

Position Summary

The University at Buffalo Libraries is accepting applications in a continuous recruitment effort to fill current and future temporary Assistant Librarian positions. Applicants will be contacted on an as-needed basis to fill temporary positions that range in duration from three (3) months up to one (1) year. Positions may be filled on a part-time (less than 37.5 hours per week) or full-time (37.5 hours per week) basis. Campus and library unit will vary depending on the assignment.

As an Assistant Librarian, you may perform a variety of duties that could include any of the following. This depends on the Libraries' operational needs at the time of hire.

- Provide email, telephone and in-person reference services to library clientele using print, electronic and we-based information
- Assist in facilitating and/or conducting end-user searches
- Survey, arrange, describe, and process institutional and manuscript collections according to standard

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archival practices for DACS

- Identify missing or incomplete accession documentation for collections including, but not limited to, deeds of gift, deposit status, and memos of understanding
- Assist with library material acquisitions
- Teach workshops and classes to undergraduate and graduate students within academic departments and for the Libraries
- Perform original and/or copy cataloging of material, create holdings and item records utilizing OCLC, the international bibliographic utility, and Ex Libris Aleph, the local integrated library system
- Assist with data cleanup and migration in preparation for a new library management system

Salary: \$20.67 – \$25.00 per hour based on experience and duties assigned.

Minimum Qualifications

- A Master's degree in library and information science from an ALA-accredited institution OR a PhD related to the duties of the position
- Prior work experience using a networked integrated library system such as ExLibris Aleph
- Demonstrated proficiency of working in an online environment
- Must be able to problem-solve and provide analytical solutions using existing guidelines, policies, and procedures
- Must be able to work independently without day-to-day supervision and function effectively within a team setting
- Excellent communication and organizational skills

Preferred Qualifications

- Knowledge of bibliographic concepts and cataloging
- Experience teaching information literacy in a classroom setting
- Experience processing archival collections, preferably in a special collections repository, academic library, or museum
- Experience writing finding aids that are DACS compliant
- Experience with ArchivesSpace
- Experience with archival preservation

Physical Demands

FTE Varies

Campus All Campuses

Special Instructions to Applicants

Interested candidates should upload a CV and a separate cover letter highlighting your library experience. Please include contact information for three professional references (including email

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addresses) at the end of your cover letter.

Depending on the duties of the position, the incumbent may be required to move standard library trucks containing varying amounts of library materials and may be required to bend, lift, and carry library materials up to 25 lbs.

Additional Information

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Is a background check required for this posting? No

Background Check Notification

Contact Information

Contact's Name Cherie Williams

Contact's Title Human Resources Officer

Contact's Email ublibjob@buffalo.edu

Contact's Phone 716-645-2972

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.