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# Example of Academic Librarian Job Description

Our company is hiring for an academic librarian. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for academic librarian

* Initiate trials of new products
* Manage print and electronic serials subscriptions
* Establish and maintain effective workflows with acquisitions, library support systems, and cataloging staff for all electronic resources
* Work closely with the instruction staff to understand curriculum needs
* Create and maintain electronic resource usage guides
* Participate in the ongoing assessment and enhancement of the library’s online resources
* Collect and analyze usage data from local and vendor/publisher sources and create reports to support purchase and renewal decisionsCollaborate with Associate Director of Library Systems and Web Development staff in providing technical assistance for ensuring proper functioning of resources
* Maintain the applicable electronic resource focused knowledge base systems and keep data current
* Assist in ongoing testing of electronic resources
* Participate in consortial workshops and organizational meetings

## Qualifications for academic librarian

* Must have 3-5 years of increasingly responsible experience in academic libraries
* Health or science educational background or experience in providing library services to nursing and allied health programs
* Hospitality, tourism, culinary or business educational background or experience in providing library services to business programs
* Work in a team environment, with a focus on continuously enhancing the user experience
* Provide research and technology assistance through individual consultations at the Research and Information Desk, through virtual reference services, and during library instruction sessions
* Provide liaison programs, services, and collections to academic departments