



Example of Librarian Assistant Job Description

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Our growing company is hiring for a librarian assistant. 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 librarian assistant

- Assist with the acquisition of information resources and assist in managing School library allocations
- Work in partnership with other (Assistant) Subject Librarians across the service providing support and cover where necessary
- Contribute to the development of collection development plans
- Represent ULS at relevant committees including student staff panels
- Ensure that the ULS Regulations are observed
- Cultivate strong relationships and partnerships with faculty, staff, and administrators in the College of Fine Arts and the College of Architecture, Planning, and Landscape Architecture
- Assess needs and provide assistance, consultation, or referral across all research services (e.g., copyright, repository services, data management planning, information literacy outcomes assessment)
- Develop and deliver effective and efficient instructional services (providing students with active and assessable learning opportunities through faculty partnerships and the development of in-class or train-the-trainer sessions, online tutorials or guides, course assignments, or other appropriate learning activities)
- Seek out and pursue opportunities where the library can facilitate greater research or instructional productivity or improve student learning, by inserting new or existing services into the teaching, learning, or research workflows

Qualifications for librarian assistant

- Four years of professional experience with cataloging or metadata
- Capacity to thrive in the fast-paced, future-oriented environment of a research institution and to respond effectively to changing needs and priorities, showing agility and flexibility
- Experience with a national cooperative cataloging program such as NACO, BIBCO, CONSER or SACO
- Advanced knowledge of the Alma system
- Experience in performing name, series, and subject authority work
- Strong knowledge of computer technology with some programming knowledge