



# Example of Librarian Assistant Job Description

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Our company is looking to fill the role of librarian assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for librarian assistant

- Provide reference services, including some night and weekend assignments
- Actively engage in departmental and library initiatives, work groups and committees
- Engage in scholarly and creative activity and in service to the profession, as required of library faculty members
- Perform and/or supervise acquisition of materials, original and copy cataloging, authority control, and online catalog database maintenance
- Oversee interlibrary loan functions and serials and government publications acquisitions and control
- Supervise and evaluate unit staff and determine workflow assignments and priorities
- Provide leadership in planning, developing, implementing, and monitoring of acquisitions and collection development policies and protocols
- Participate in the development, implementation, monitoring, and reporting of the library materials budget
- Develop and maintain relations with information resource vendors, and monitor and assess vendor performance
- Serve as liaison to assigned academic departments, providing instruction, outreach, and collection development services

## Qualifications for librarian assistant

- Evidence of active participation and involvement in professional and scholarly associations and a record of scholarly engagement, typically demonstrated through publications and presentations, and commitment to professional issues and involvement
- Liaison-related experience in a higher education environment or liaison experience/skills, coupled with a strong understanding of higher education
- Experience in supporting faculty throughout the research and/or creative activity lifecycles
- Significant work experience and/or education in the arts, architecture, or a related field
- Experience consulting and working with faculty/instructors, especially on course, tutorial, or assignment design, or in developing educational programs