



Example of Librarian Assistant Job Description

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Our growing company is looking to fill the role of librarian assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for librarian assistant

- Expected to have a thorough understanding of current library services platforms
 - Provides reference services (i.e., answers reference questions and locates requested information, trains/assists students and faculty in locating/using print/electronic sources, performs on-line and internet searches as requested, assists with search strategies
 - Performs other duties as assigned, including filling in to cover other staff duties during absences
 - Other administrative tasks (i.e., filing, preparing documentation)
 - Actively participate in team and University meetings
 - Develop, assist, and promote library sponsored events, displays, promotional materials, and other marketing and outreach efforts
 - Represent the library and/or university at campus, local, state, regional, and national meetings and conferences
 - Providing vision and leadership in designing, developing and supporting the library website content and integrating it with the larger library web presence, which includes discovery tools, digital collections, and electronic resources
 - Supervision of one technology support analyst, staff/student employees engaged in related work, as assigned
 - Day-to-day management, including programming and editorial recommendations, of the library's web pages and intranet
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- Commitment to fostering a diverse educational and professional environment and demonstration of the ability to work with a diverse population
- Basic working knowledge of foreign languages (especially, but not exclusively from the Greater Middle East or Europe)
- Experience or familiarity with editing EAD-encoded archival finding aids
- Experience or familiarity with working with archival management software such as Archivists' Toolkit or ArchivesSpace
- Working knowledge of controlled vocabulary and thesauri creation and maintenance
- Ability to meet tenure requirements and interest in ongoing professional development