



Example of Librarian Job Description

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Our innovative and growing company is hiring for a 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 librarian

- Collaborates with Law School, Law Library and University Archives staff to identify, manage and preserve Northwestern Law School archival material
 - Coordinates the cataloging and metadata workflow for Rare Book and other Special Collections with the Catalog Librarian and Associate Director for Collection and Bibliographic Services
 - Collaborates with the Selection Team and the Director in the acquisition, sourcing, and negotiating, for purchase of specialized materials
 - Develops effective relationships with Law School faculty and staff users to help assess their instructional and research needs as pertinent to Special Collections
 - Prepares bibliographies and guides other instructional and research tools to enhance access to and use of Special Collections materials
 - Networks, collaborates and actively participates in local, regional, national, or international organizations regarding related issues
 - Participates in library staff development activities
 - Understands and can train on all Clintrak programs (ie
 - Create, enhance, and maintain bibliographic records for print, non-print, and digital materials in Chinese and additional languages, providing accurate physical descriptions, determining appropriate access points, and assigning classification or inventory control numbers to items
 - Create authority records in accordance with NACO standards
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- Bachelor's degree in library or library & Information science
- Previous experience working in a library
- Highly customer focused with strong problem solving and English communication skills
- Good administrative and computer literacy
- Thai nationality and able to communicate in English, spoken and written English preferred
- Time flexible, able to work on weekend sometimes