



Example of Librarian Job Description

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

Responsibilities for librarian

- Liaise with IT support tablet support, ePortal support
- Serve as liaison to selected HLS journals, programs of study and/or clinics providing training, resources and project-specific advice
- Provide coordinated research services to Harvard law faculty members, including preparation of bibliographies, facilitation of current awareness services, fact-checking, identifying relevant books and articles, preparing faculty research portals
- Participate in library, law school, and university wide committees and in the intellectual life of the school
- Ongoing professional development, including maintaining a high degree of expertise in many facets of research service and teaching, including information technology, knowledge of legal and law-related information sources, and instructional methods
- May contribute 20% time to other functional areas of the Library
- Provides expert research consultation and discovery services
- Applies subject knowledge to foster relationships with students and faculty
- Works with faculty, students and staff to develop scholarly resources
- Engages in outreach for areas including intellectual property, copyright and scholarly communication

Qualifications for librarian

- Able to work in an automated office environment

- Minimum of two years technical working knowledge of electronic components, , semiconductor, passive and/or electromechanical commodities and their application
- Familiarity and/or experience with parts data and library management understanding of electrical design process
- Ability to produce and evaluate high quality deliverables receive feedback from others on how to improve work quality on a regular basis