



# Example of Reference Librarian Job Description

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Our innovative and growing company is hiring for a reference 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 reference librarian

- Investigates and recommends resources to library users
- Assists users with locating and using online journals and books
- Assists and instructs clients in the use of reference books, indexes and abstracts, and library computer systems/databases
- Coordinates Reference Service
- Coordinates and supports all aspects of the HSL Ask Us reference service, including maintaining the Ask Us schedule, acting as the main back up, determining the need for referral
- Provides training and guidelines to other public services staff for Ask Us service
- Maintains and reports statistics as needed
- Supports Education Programs & Activities
- Teaches regular library classes as needed
- Schedules regular library classes

## Qualifications for reference librarian

- Demonstrated expertise in use of web-authoring applications
- Evidence of ability to perform research, publication, and service consonant with university standards for tenure
- High proficiency in oral and written English
- ALA accredited master's degree in Library and Information Science

- Experience searching and teaching the use of online databases