



Position Title: Part-Time Librarian
Job Code: 8112
Reports To: Director, Library Services

Grade: HI
FLSA: Exempt

Job Description:

The Part-Time Librarian is responsible for various aspects involved in the provision of library public services.

Duties & Responsibilities:

- Provides reference service to students, faculty and staff
- Assists in library cataloging and collection development
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Master's degree in Library Sciences from an ALA regionally accredited institution; or Master's degree in any subject plus eighteen (18) library science graduate credit hours from a regionally accredited institution
- Must possess good interpersonal and communication skills
- Must have knowledge of the Library automated systems and experience in use, for research purposes, of electronic databases and the Internet

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name