

**Position:** Reference Librarian (Part-Time)

**Department:** Library

**Reports to:** Director of Library Services

**Schedule:** Approximately 28 hours per month consisting of alternate Saturdays and Tuesday and Thursday evenings. Possible additional hours may be available during exam weeks.

**Job Summary:** Responsible for the operation of the Library when no Full-Time Librarian is in attendance, including, but not limited to, the Reference and Circulation Desks. This includes the supervision of one part-time clerk and several part-time student workers.

**Duties and Responsibilities:**

- Responsible for all Reference Desk Services
- Supervises Circulation Desk Staff, as directed;
- Provides group information literacy instruction and by-appointment individual research assistance for student, faculty and staff, as needed;
- Creates LibGuides.
- Fulfills all other duties as assigned by the Director of Library Services.

**Qualifications:**

- Master's degree from an ALA accredited school of library/information science.
- Excellent supervisory, interpersonal, and communications skills, as well as the ability to work effectively in a collegial environment are essential.
- Working knowledge of Voyager, Primo and/or LibGuides a plus.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

**Salary:** \$20.00 per hour

**About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the

needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).