POSITION ANNOUNCEMENT JUNE 2014
Reference Librarian, GTU Library
Part-time, 15 hours/week

PRIMARY PURPOSE
Under the supervision of the GTU library director, this position is responsible for providing reference service and directly related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Fields reference and information questions via phone calls, email, and website; provides reference assistance to patrons at the reference desk; conducts follow-up research for questions that cannot be immediately answered at the reference desk.

2. Shelves reference materials.

3. Collects daily statistics of reference desk usage.

4. Staffs orientation tours and teaches library instruction workshops to faculty and students.

5. Checks and signs off on theses/dissertations.

6. Evaluates, selects, and acquires reference works in conjunction with collection development librarian.

7. Special projects, as needed.

MINIMUM QUALIFICATIONS REQUIRED
Education: undergraduate degree; MLS degree from ALA accredited school
Ability to work independently; strong service orientation and reference skills; excellent communication skills; ability to instruct and teach; familiarity with operating microfiche/microfilm reader; a minimum of one to two years of experience in the reference department of an academic library.

COMPENSATION
Competitive hourly rate (non-benefited position)

HOW TO APPLY
Please submit cover letter, resume, 3 references (with contact information) and salary requirements via mail or email:

GTU Library Director
Reference Librarian Search
2400 Ridge Road
Berkeley, CA 94709

E-mail: Caryl Woulfe, cwoulfe@gtu.edu

APPLICATION DEADLINE: July 31, 2014

Equal Opportunity Employer