



Part-Time Reference Librarian

The Loyola • Notre Dame Library is seeking a part-time reference librarian. This individual will work 4 hours per week on Sunday evenings and the occasional weeknight under the direction of the Head of Access, Research & Learning. Hours will vary during summer and intersessions.

Duties and Responsibilities:

1. Staffs the research/information desk; responds to faculty, student, and staff requests for information in person, via phone, email, or chat.
2. Assists faculty and students in finding materials and information using print and non-print sources with the online catalog, databases, related software and internet use.
3. Assists circulation staff with patrons as needed.
4. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

1. Ability to gain a thorough knowledge of Loyola • Notre Dame Library's policies and procedures;
2. Ability to act as a representative of the Loyola • Notre Dame Library to the public and establish good working relationships with colleagues, students, and faculty.
3. Familiar with the principles, practices, and procedures for academic library service and the ability to interpret them to the staff and the public.
4. Familiar with reference services, practices, and procedures.

Qualifications:

1. ALA accredited master's degree or a current student enrolled in an ALA accredited master's degree program
2. Excellent verbal and written communication skills
3. Strong interpersonal communication skills
4. Strong public service orientation

The Loyola Notre Dame Library, located in a residential area of northern Baltimore City, is a recently admitted member of University System of Maryland and Affiliated Institutions (USMAI) and serves two universities: Loyola University Maryland and Notre Dame of Maryland University. Loyola University Maryland, a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning while Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a total population of 7,448 FTE that includes 5,540 FTE at Loyola and 1,908 FTE at Notre Dame

The Loyola Notre Dame Library is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

Review of applications will begin immediately. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with "Part-Time Reference Librarian" in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu.