Salem Academy & College

Position Description

Job Title: Part-time Librarian

Department: Salem College Libraries

Reports to: Discovery and Delivery Librarian

FLSA Status: Non-exempt (hourly) at 25 hours per week for an annual total of 975 hours.

Summary of position: The Part-time Librarian will provide research assistance, instruction, and collection development services to Salem students, faculty, staff and the general public. Schedule is flexible and follows the academic calendar (August - May).

Primary Duties:

- Provides research assistance to students and faculty. Assistance is provided in person, through remote access points, and by referral to other library collections.
- Processes Interlibrary Loan borrowing and lending requests
- Maintains the library’s virtual reference and research guide platforms.
- Assists faculty and other librarians in providing information literacy instruction for students.
- Manages and supervises collection development projects and student workers.
- Assists with all access services functions when needed.
- Contributes to team effort by accomplishing related tasks as needed.

Work environment and physical requirements:

Work is performed primarily in the access services area of the library but may also include other areas of the library and outside the library. Interruptions are expected and occur on a regular basis. Requires intermittent standing, walking, ascending/descending stairs, and positioning self to maintain computers/equipment in the library. Minimal physical exertion is required.