



BENNETT COLLEGE

Job Posting

Title: Night Librarian

Date of Posting: 08/03/16

Closing Date: Until Filled

Job Code: 16-0803BJW

Department: Library

Reports To: Library Director

GENERAL SUMMARY:

Under the administrative direction of the Library Director, the night librarian is responsible for (A) providing circulation services, (B) providing reference assistance to students, faculty and staff, (C) performance of other administrative and related duties required for the effective operation of the library.

ESSENTIAL JOB FUNCTIONS:

- Provide reference services, guides users in the use of appropriate books and electronic equipment
- Acquire and catalog new materials
- Keep the reference collection current
- Remove outdated or unused materials
- May work in other departments, such as circulation, cataloging or acquisitions

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library practices, procedures and techniques, and search strategies

- Knowledge of the laws, regulations and departmental policies pertaining to library services
- Strong interpersonal skills; verbal and written
- Ability to organize, develop, and maintain records
- Excellent data retrieval skills
- Excellent information technology skills
- Knowledge of library automation systems
- Ability to relate effectively to library patrons and to co-workers
- Ability to prepare clear and concise statistical and narrative reports
- Ability to employ critical and analytical thinking skills to solve practical problems and deal with a variety of concrete variables not covered in standard policies and procedures
- Ability to multitask
- Ability to pay attention to accuracy
- Ability to work with frequent interruptions
- Ability to maintain confidentially
- Ability to stay abreast on new procedures affecting library and services
- Ability to supervise assistants and volunteers
- Ability to work within a diverse community
- Ability to work independently
- Perform other duties as assigned

EDUCATION AND EXPERIENCE:

- A Master's degree in Library Science or Information Science from an A.L.A. accredited program and served in a library for at least one year.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, application for employment (found at www.bennett.edu), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 16-0803BJW**

Please submit unofficial transcripts from every college and university attended. Official transcripts are required if an offer of employment is made.

Application packets will be forwarded to the hiring manager once all requested documents are received.

You can send your information one of two ways:

Mail to: Human Resources, Bennett College, 900 East Washington Street, Greensboro, NC 27401

Email to: hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.