

Colgate Rochester Crozer Divinity School Job Description

Job Title: Reference Librarian
Reports To: Vice President for Academic Life
FLSA Status: Exempt – Working hours will include evenings and weekends
Date Prepared: July 2019

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage physical and electronic library resources.
- Maintain library functions for acquisitions, serials, cataloging.
- Responsible for sustaining the working relationship between the Ambrose Swasey Library at CRCDS and the Rush Reese Library at the University of Rochester (UR) and managing digital thesis storage through UR.
- Able to vet potential editors for student theses. Also, design and deliver writing workshops.

QUALIFICATIONS

Master's in Library/Information Science (MLS) required. Or other master's degree accredited by the American Library Association

- Experience in an academic library and academic writing center preferred.
- Familiarity with theological or religious study desirable.

ABILITIES AND SKILLS

- Proficient reference and writing skills
- Ability to use and provide research tools
- Excellent communication skills, strong organizational skills, and strong service orientation
- High-level understanding of digital information systems, software, and electronic distance learning technology in its various forms

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands and fingers, handle or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.