**Position:** **Substitute Librarian**

**Reports to:** Director, Library

**FLSA:** Non-exempt

**Major**

**Responsibilities**:

* Provide reference services, online searching and individual instruction to patrons.
* Keep current with library databases, search features and general reference sources.
* Proctor student testing as necessary.
* Develop and deliver library related presentations, as requested
* Assist at Circulation Desk, as necessary.

**Requirements:**

* MS in Library Science or equivalent degree from an ALA accredited institution required.
* Ability to develop and deliver library based instruction in the classroom, to small groups, and individuals that are appropriate to the learner.
* Strong track record of patron service required.
* Proficiency with online databases, Internet searches, and library related technology required.
* Knowledge of ExLibris Alma and Primo platform preferred.
* Excellent organizational skills required.
* Excellent interpersonal, written and presentation communication skills required.
* Knowledge of business collection a plus.
* Must be available to work Saturday or Sunday afternoons and some evenings.
* Must be able to work at Troy and Novi campuses.

**To Apply:** Submit resume with salary requirement to the Walsh College HR Office at:**cnoel@walshcollege.edu****.** (Please indicate position in subject line)