**Position:** **Part-time Librarian, Novi Campus** (with periodic Troy Campus coverage)

Two positions, 20 – 25 hours/week, available with the following shifts:

1. Monday and Tuesday, 3:30 – 10:30 pm and Saturday or Sunday day shift

OR

1. Wednesday and Thursday, 3:30 – 10:30 pm and Saturday or Sunday day shift

**Reports to:** Director, Library

**FLSA:** Non-exempt

**Major**

**Responsibilities**:

* Provide reference services, online searching and individual instruction to patrons.
* Assist in creating and maintaining library research guides (LibGuides).
* Keep current with library databases, search features and general reference sources.
* Create online tutorials.
* Develop and deliver library related presentations, as requested
* Provide assistance at the Circulation Desk.

**Minimum**

**Requirements:**

* MLIS or equivalent degree from an ALA accredited institution required.
* ExLibris Primo/Alma experience required.
* Strong track record of patron service required.
* Proficiency with online databases, Internet searches, and library related technology required.
* Excellent organizational skills required.
* Ability to develop and deliver library based instruction in the classroom, to small groups, and individuals that are appropriate to the learner.
* Excellent interpersonal, written and presentation communication skills required.
* Knowledge of business collection a plus.
* Camtasia or Captivate knowledge preferred.
* Must be available to evenings and weekends (see schedule above).
* Must be able to work at Novi and Troy campuses.

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

**Posted:** September 7, 2018