TITLE OF POSITION/RANK: Reference Librarian, Scholarly Communications Liaison
DEPARTMENT: Quinn Library, Lincoln Center

RESPONSIBILITIES:

- Under the direct supervision of the Head of Access Services, Information and Collection Services and Operations the person in this position joins the library staff in achieving optimal service throughout the entire library, which requires one to become familiar with all library operations – Circulation and Reserves, Reference, Computer Labs and AV collections, as well as Stack Maintenance and Collection Development, and other related tasks, duties, and procedures, and help train students in proper service etiquette, library procedures and skills.
- Provides one-on-one reference service to students and faculty assisting with research across all disciplines taught on site at the university or via distance learning programs.
- Teaches bibliographic instruction classes for both on site and distance learning courses; emphasizing information literacy and the use of library materials, online catalog and other electronic resources.
- Participates in public relations for the library including student orientations, Digital Research presentations to faculty and university researchers.
- Helps develop outreach materials and takes part in the production of instructional video.
- Participates in collection maintenance (weeding projects) and development of the collection.
- Assists in library wide initiatives coordinated with other departments.
- Performs miscellaneous tasks as projects develop to improve service to patrons and support the university’s vast curriculum.
- Compiles and maintains subject research guides.
- Shares responsibility for monitoring virtual reference chat service and text reference service.
- Contributes to various reports, collecting data, and analyzing service and user trends.
- Liaison with academic departments, university administration, student groups, and outside groups to promote library services and visibility throughout academia.
- Takes part in library efforts related to research and writing grant proposals.
- Work with library staff and academic departments to promote the university’s digital repository platform (BePress Digital Commons); increasing recognition of Fordham generated research and expand awareness/acceptance of open access resources.
- Monitors Copyright compliance on scholarly communication projects and venues sponsored by the Fordham University Libraries and published via the Digital Repository BePress Digital Commons platform.
- Initiates and supports digital scholarship across all disciplines; strengthens author/faculty rights; and supports digital data services.
- Serves as conduit for updating Fordham’s scholar community on national and international trends, legislation, changes in intellectual property rights, commercial and academic publishing practices, and information technology.

QUALIFICATIONS:

- Bachelor’s degree and ALA accredited M.L.S; preferred library experience as a professional librarian providing reference and instructional services in an academic library. Reference experience to a distance learning community a plus.
- Familiar with collection development.
- Ability to work collaboratively with faculty, students, administrators and library staff; excellent communication skills – both spoken and written; ability to adapt to shifting needs and priorities; a strong commitment to public and inter-departmental service.
- Ability to attend occasional meetings and assignments at other Fordham campuses as needed.
- Knowledge of and practical experience in field related to academic publishing desired.
- Project management experience very desirable.

SALARY: Commensurate with Experience
HOURS: Flexible (includes evenings and weekends)
START DATE: ASAP
Submit letter and resume to: Nick Alongi, Head of Access, Information and Collection Services, and Library Operations
nalongi@fordham.edu

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