

# CONCORDIA COLLEGE

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## NEW YORK

### **Notice of Staff Openings** **May 2008**

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**Title:** Interlibrary Loan Librarian, Part-time (20 hours/wk)  
**Department:** Library Services  
**Salary:** TBD

**Job Responsibilities:**

The Interlibrary Loan Librarian is responsible for all aspects of interlibrary borrowing and lending, the overall process of ordering books and AV materials, and covering the reference desk when required. Responsibilities will include, but not be limited to: searching OCLC FirstSearch to identify items requested by Concordia students, faculty and staff; selecting appropriate libraries from which to request items using the OCLC Policies Directory; ordering materials online through Amazon corporate account; giving order information to the library bookkeeper for follow-up; fielding calls and emails from publishers; while at reference desk, help students with assignments and questions; supervise student worker/circulation desk.

**Job Requirements:**

Bachelor's degree in Library Science along with a minimum of one year of experience in an academic library environment; an understanding of and commitment to Library Science and to the mission of the college; must have computer proficiency; must be student oriented and customer service oriented; excellent written and verbal communication skills; able to maintain a professional and courteous atmosphere with students, faculty and staff; must work a flexible schedule.

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**Interested and qualified candidates should send a cover letter, resume, and three references to:**  
[kathleen.clarke@concordia-ny.edu](mailto:kathleen.clarke@concordia-ny.edu) or Fax 914-395-4517

Employees of Concordia College who have an interest in any of these vacancies should first discuss it with their manager and then Human Resources regarding the process.

Concordia College does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex, or age. However, Concordia College is a Christian educational institution affiliated with The Lutheran Church-Missouri Synod and in compliance with the Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based on religion. We are part of the nation-wide Concordia University System.