

POSITION DESCRIPTION FOR ASSISTANT LIBRARIAN FOR SCHOOL OF LANGUAGES, LITERATURES AND CULTURES

The Humanities Team of the University of Maryland Libraries is hiring one or two graduate students, for up to 20 hours per week total, as assistant subject librarian/s to the School of Languages, Literatures and Cultures, working with the departments of French and Italian and Germanic Studies. The job will begin September 1, 2010 and continue until June 30, 2011. If we cannot find a single individual who knows all three languages for 20 hours per week, we would like to hire two people who between them can cover all three languages at 10 hours each per week.

Duties and Responsibilities of the Assistant librarian:

- Under the supervision and guidance of one or two Humanities Team librarians, serves as library liaison to specified academic department/s, which involves, but is not limited to, developing and managing print and electronic collections, promoting services available through the Libraries, supporting information literacy efforts and faculty research, and creating content for Web pages.
- Provides general and subject-specific reference service in person, by phone, and by email.
- Provides general and subject-specific instruction in the use of library resources..
- Participates in the activities of the Humanities Team.
- Participates in the activities of the Libraries' Arts and Humanities Collaborative.

Education Requirements:

- Enrollment in a Master's or Ph.D. program at University of Maryland I-School, School of Languages, Literatures and Cultures, or other appropriate department in the College of Arts and Humanities required.
- Advanced degree in related subject area preferred.
- Fluency in one or more of the following languages required: French, Italian, German.
- Fluency in one or more of the following languages preferred: Portuguese (highly preferred), Spanish.

Qualifications (Knowledge, skills and abilities):

- Foreign language skills as described above.
- Knowledge of the subject as described above.
- Excellent oral and written communication skills.
- Experience with or aptitude for collection development and management.
- Experience with or aptitude for reference and instructional services.
- Understanding of current and emerging trends in the assigned disciplines.
- Familiarity with electronic resources, information technologies, and collection management.
- Experience with or aptitude for working effectively and creatively with library staff and patrons.
- Familiarity with the Libraries' information resources, services and collections.

Salary:

\$12 per hour. The position does not include benefits.

To apply: send resume and cover letter to Humanities Team, humteam@umd.edu, by August 23, 2010.