**Location:** Loyola Notre Dame Library  
**Job Title:** Part-time Reference Librarian

**Responsibilities:** The Loyola Notre Dame Library is seeking a Part-Time Reference Librarian beginning in the Spring 2024 semester. This individual will work Sundays 12pm-4pm under the direction of the Information Literacy Coordinator in the Research & Instruction unit. The job may include additional evening and weekend hours when available in a substitute capacity. LNDL affirms and promotes a culture of collaboration, innovation, and engagement. The successful candidate will advocate for and cultivate an environment where diversity of thought and background are valued. LNDL encourages applications from candidates that have demonstrated experience fostering diverse, inclusive, and equitable libraries. The Part-Time Reference Librarian will be committed to inclusive practices to engage students who are historically underrepresented and underserved in traditional academic libraries.

**Duties and Responsibilities:**

- Staffs the Library Help Desk; responds to faculty, student, and staff requests for information in person, via phone, email, or chat;
- Assists faculty and students in finding materials and information using print and non-print sources with the online catalog, databases, related software, and internet use;
- Provides excellent customer service to patrons and establishes good working relationships with colleagues, students, and faculty;
- Assists Access Services staff with patrons as needed;
- Performs other duties as assigned.

**Requirements:**

- ALA accredited master's degree;
- Familiar with reference services, practices, and procedures in multiple formats;
- Excellent verbal and written communication skills;
- Strong interpersonal communication skills;
- Strong public service orientation;
- Experience delivering excellent customer service.

**Salary Range:** Salary commensurate with experience

**Application Process:** Please apply at Loyola-Notre Dame Library Inc - Job Opportunities (paylocity.com). Review of applications will begin immediately, and the position will remain open until filled. Please complete our application process by including a resume, cover letter, and a list of three professional references.

**Closing Date:** 01/31/24