

**CAREER DEVELOPMENT  
BRYN MAWR COLLEGE & HAVERFORD COLLEGE**

**ON-CAMPUS EMPLOYMENT OPPORTUNITY  
2011/2012**

**Department:** Magill Library   X   HC    BMC

**Building:** Magill

**Contact Person:** Heidi McKay

**Telephone:** x1160

**Email:** hmckay@haverford.edu

**Description of Position:** Reference Librarian Assistant

**Reports to:** James Gulick

**Hours Required:** hours may vary\*\*

**Job Description**

Provides general assistance to one of the reference librarians--the bibliographer for Fine Arts, East Asian studies. Duties will include checking book holdings in Tripod and automated catalogs; completing book order forms; word-processing and photocopying; assisting in various stages of processing materials either into or out of the collection.

**Skills/experience needed:**

Familiarity with or ability to learn the use of on-line library catalogs. Accurate, precise, detail oriented. Ability to follow directions and work independently within established guidelines. Flexible, able to adapt to changing tasks and priorities. Interest in fine art, East Asian studies may be helpful.

**\*\*NOTE: The work commitment extends through exam periods and includes finding a substitute for shifts that cannot be worked.**

**To apply:**

We are accepting applications on a rolling basis and forms can be found at our circulation desk or on our website at <http://www.haverford.edu/library/> .

**(For office use only) Date posted:**

**Initials:**