

Open Judaica Librarianship Positions in Research, Archives, and Special Collections Libraries

Note: Jobs are added in the order that they are received. To add or update a listing, please email Rachel Greenblatt (rgreenblatt@brandeis.edu) or Michelle Margolis (mc3395@columbia.edu)

College of Charleston: Public Historian and Jewish Heritage Collection Coordinator

<https://jobs.cofc.edu/postings/12895>

The College of Charleston Libraries invite applicants with a Ph.D. in Jewish Studies, Anthropology, History, or closely related field for a full-time, tenure-track position at the Librarian I level to begin in July of 2023.

The Public Historian and Jewish Heritage Collection Coordinator will pursue strategic approaches to steward the existing Jewish Heritage Collection and serve as the Libraries' primary link to the Jewish Studies Program, the Center for Southern Jewish Culture, the Jewish Historical Society of South Carolina, and the broader Charleston, Lowcountry, Southern, and Atlantic Jewish communities.

As a member of the library faculty, the JHC Coordinator will serve as the Southern Jewish and Judaica subject specialist to provide reference expertise and will collaborate with Research and Technical Services colleagues to improve description and access to JHC holdings. The Coordinator will consult with faculty across campus and provide library instruction using archival materials, introducing as many students as possible to the illuminating and sometimes surprising treasures of Special Collections.

In addition to library faculty responsibilities, the Coordinator will teach two full-credit courses annually in their academic discipline with a focus on experiential learning that bridges academic study and fieldwork and cultivates connections to historical records and resources.

This is a tenure-track library faculty position and reports to the Director of Special Collections and Archives.

Responsibilities Percent of Effort

Instruction:

- Teaches two 3-credit bearing courses annually.
- Collaborate with faculty across campus to teach engaging and innovative First Year Experience (FYE) classes that include regionally significant topics such as: Southern Jewish foodways, the Jewish built environment, Charleston as the birthplace of Reform

Judaism, and the role of Jews in the greater Atlantic mercantile world, all of which would incorporate the archival holdings of the Jewish Heritage Collection.

Research Services:

- Serves as the department's Southern Jewish and Judaica subject specialist. Provides reference service and assistance to the College community and general public in using archival collections, with a specific emphasis on the Jewish Heritage Collection.
- Coordinates the Jewish Heritage Collection Oral History Project, including the editing, digitization, transcription, and description of the existing oral histories.
- Collaborates with Research Services and Technical Services colleagues to improve description and access to Jewish Heritage Collection holdings.

Outreach:

- Educates public audiences about southern Jewish history and culture by contributing to the biannual newsletter of the Jewish Historical Society of South Carolina (JHSSC), producing brochures and occasional publications, creating both real and virtual exhibits, organizing special events, and arranging tours for interested groups
- Serves as a liaison to JHSSC by advising on programming for the Society's biannual meetings and fostering connections between the Jewish community and the College of Charleston.
- Collaborate with the Director of the Pearlstine/Lipov Center for Southern Jewish Culture to plan and organize programs, events, conferences, internships, and other projects that include the Jewish Heritage Collection.
- Liaises with donors and potential donors to the JHC in collaboration with the Libraries' Institutional Advancement Officer, the Director of Special Collections, and the Dean of Libraries.

Library and College Affairs:

- Engages in scholarly research and professional development activities. Participates in organizations and initiatives in the field of archives and special collections.
- Presents and publishes on topics related to their academic field and the College of Charleston Jewish Heritage Collection.
- Serves on Library, College, and professional committees and working groups.

Required Qualifications:

- Ph.D. in Jewish Studies, Anthropology, History, or a closely related discipline or interdisciplinary field.
- Formal training and experience in conducting oral histories.
- Interest and knowledge of Southern Jewish history.
- Evidence of successful teaching at the college level.
- Training and experience in archival best practices for description and access.
- Attention to detail and excellent writing, problem-solving, interpersonal, and communication skills.
- Strong commitment to building and nurturing positive relationships among institutional and library faculty and community partners with the ability to work in a collaborative environment.

Preferred Qualifications:

- Master's degree in Library Science from an ALA-accredited program (in addition to required PhD).
- Demonstrated experience with all aspects of oral history projects, from planning and organization through implementation, access, and preservation.
- Evidence of scholarly research and publication.
- Experience with a variety of software common in libraries and archives including Microsoft suite, Teams, Sharepoint, Google Drive, Springshare products (LibGuides, LibAnswers), and ArchivesSpace.
- Experience creating metadata for digital collections (Dublin Core, MODS).
- One or more years of experience working in an academic Special Collections department or other archival repository.

Position Type	Tenure-track
School/Area	College of Charleston Libraries
Department	Library
Posting Date	10/19/2022
Closing Date	11/19/2022
Open Until Filled?	No

Posting
Number

F2016323P

US Holocaust Memorial Museum: Archivist

<https://www.usajobs.gov/job/678144800>

Duties

The United States Holocaust Memorial Museum is a federally chartered, nonpartisan institution that was created by the US Congress to serve as America's national memorial to the victims of the Holocaust and an educational institution dedicated to the history and lessons of the Holocaust. The Museum seeks to educate Americans from all 50 states and all walks of life as well as international audiences. The Museum has three areas of expertise: Holocaust remembrance, Holocaust scholarship and education, and genocide prevention.

In carrying out its important memorial and educational mission, the Museum is guided by its institutional values for our workplace: Honor the memory of the victims; carry out our work with dignity, humility, integrity and respect for others; and strive for excellence through teamwork, rigor, and a culture of continuous learning. Consistent respect for others is the foundation for trust, collegiality and inclusion.

Duties include:

Provide senior analytical and technical guidance to, and management oversight of, the entire life cycle of all records used by the U.S. Holocaust Memorial Council (USHMC) and USHMM staff from creation to final disposition; appraising the value of records in consultation with subject matter experts and categorizing them into the appropriate status and repository; acquiring and accessioning records and assigning them into either the Institutional Archives or the Records

Management Program; arranging and describing records for the Institutional Archives and providing guidance to other staff; assisting with institutional records processing; ensuring the conservation of physical records; facilitating the destruction and disposal of temporary records as needed according to applicable laws and procedures; or establishing and managing a program to manage the Museum's digital records, including their disposal as necessary.

Sets Program policies and procedures, which are based on the interpretation of law, historic institutional practice, archival theory, and changing best practices in records management, many of which are driven by advances in electronic record keeping and the systems that support electronic record keeping. Manages all records created, received, and used by USHMM staff, and determines, in consultation with Museum stakeholders, whether the records belong in the Institutional Archives or if they are subject to the Museum's Institutional Records Program. Analyzes and appraises materials to determine their long-term value according to criteria set forth by the Museum's Institutional Records Program. Ensures information about all records transfers are entered into and tracked by the Museum's collection management systems under the auspices of the Chief Archivist. The incumbent accessions all records into the Institutional Archives or the Records Management Program according to the Records Management Policy.

Works with staff in the Digital Access Division to preserve and make accessible permanent electronic records in any form, including born-digital and digital copies, unless laws or Museum policies restrict access Oversees digitization of institutional records, and the conversion of obsolete forms to a digital format, including audiovisual recordings and photographs.

[Help](#)

Requirements

Conditions of Employment

- The USHMM is an equal opportunity employer.
- You must be a U.S. citizen or national to apply.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision granting reasonable accommodation will be on a case-by-case basis.
- As a condition of employment, all new hires must agree to direct deposit of their salary checks. Employees will have up to two (2) pay periods from the date they enter on duty to arrange for their direct deposit transaction.
- This is a Federal agency. Former employees who received a voluntary separation incentive (“buyout”) must repay the full amount of it if reemployed under any type of appointment or under a personal service contract within five years after separation with a buyout.
- On-line resumes must be submitted by 11:59pm EST of the closing date.
- You must be a suitable for Federal employment.
- You must be registered for Selective Service if applicable (www.sss.gov).
- A one year probationary/trial period may be required.
- A one- year supervisory probationary period may be required.
- Payment of relocation expenses is not authorized.

Qualifications

Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards>. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations e.g., professional; philanthropic, religious; spiritual; community, student, social). Volunteer work helps build critical competencies; knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Basic Requirement:

Bachelor's degree in archival science or bachelor's degree with a major that includes 18 semester hours in archival science, history and/or in political science or government, and 12 semester hours in one or any combination of the following: archival science, history, American civilization, economics, political science, public administration, or government.

OR

Combination of education and experience - at least 30 semester hours that included courses as shown in A above, plus appropriate experience or additional education

Evaluation of Experience:

Professional experience must have been in archival science, or in a directly related field of work such as history that involved the collection, appraisal, analysis, or synthesis of information having historical or archival values. The following are illustrative of kinds of experience that may be accepted as meeting the professional experience requirements: (1) experience as an archivist in Federal, state, religious institution, business, or other archives, or in manuscript depositories, and (2) experience of an archival nature that involved research in archival science, or in a directly related field such as history, government, economics, political science, international relations, or international law.

SPECIALIZED EXPERIENCE: You qualify for the GS-14 grade level if you possess one year of specialized experience, equivalent to the GS-13 (or equivalent) grade level in the Federal government, performing the following duties:

Developing and implementing archival standards and practices for the organization that meet or exceed the international standards of the archival field; OR implementing a records management system and procedures that encompass physical, audiovisual, and digital records in accordance with relevant laws, regulations, and institutional policies; OR working with specialists in digital access to advance digitization efforts and the enhancement of finding aids.

*****Failure to submit required documentation will result in an ineligible rating.**

Hebrew Union College: HEAD OF TECHNICAL SERVICES

<http://huc.edu/job-description-head-technical-services>

Hebrew Union College-Jewish Institute of Religion is the Reform Movement's internationally recognized seminary, intellectual and spiritual center, and a world renowned research institution. Since 1875, it has trained clergy, scholars, educators, and communal professionals. The preeminent center for the training of an American rabbinate, first to ordain women, institute gender equality, and incorporate innovative scholarship and professional education into its curriculum, the College-Institute represents the highest values of the Reform movement and is the guarantor of the future of liberal Jewish life and learning in North America and beyond.

Job Summary:

Reporting to the Library Director, the Head of Technical Services supervises the work of librarians, a computer specialist, and library technical assistants involved in acquisitions, cataloging, serials, bindery operations, and the WorldShare Management Services (WMS) integrated library system.

Primarily responsible for the Library's interface with OCLC and its implementation of WMS. Responsible for the management of WMS including WorldCat Discovery and all of the staff-side operations.

Other responsibilities include: provide leadership, strategic vision, and direction for emerging metadata standards and linked data technology; plan short-term and long-term goals for Technical Services; determine the workflow and assign duties to Technical Services staff; and meet regularly with other key administrators to determine current and future direction of the Library.

Qualifications:

- ALA-accredited MLS or equivalent.
- Minimum of 5 years of experience in Technical Services and 3 years of supervisory experience.

- Demonstrated experience in managing the workflow of one or more technical services units: cataloging in numerous formats, digitization, metadata, acquisitions, serials management, or electronic resources.
- Substantial knowledge and experience working with cataloging standards and resources such as RDA, AACR2, LCSH, Classification Web, MARC21, and other current and emerging metadata standards.
- Excellent oral and written communication skills.
- Basic reading knowledge of Hebrew preferred; one or more additional foreign languages desirable.

This position carries the rank of Senior Associate Librarian and is eligible for the College-Institute's full benefit package. Salary is commensurate with experience.

Applicants should submit electronically, in PDF form, the following material: a cover letter; curriculum vitae; current job description; and the names, positions, and e-mail addresses of three professional references. Applicants are responsible for requesting their own letters of reference. Submissions should be sent directly to Laurel S. Wolfson, Library Director, lwolfson@huc.edu. Review will begin immediately. Applications will be accepted until the position is filled.

Hebrew Union College is an Equal Opportunity Employer (EOE), and complies with all applicable laws and regulations regarding equal employment opportunities. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

Ottawa Jewish Archives: Collections Assistant

<https://www.jewishottawa.com/careers/collections-assistant-1665683048>

Ottawa Jewish Archives

Employment Opportunity

Collections Assistant - 1 year contract (750 hours)

14 hours per week (flexible)

Employment Status: Casual; January 3, 2023 – January 2, 2024

Rate: \$17/hour

Deadline: Friday, November 11, 2022; 11:59pm

Location: 21 Nadolny Sachs Private, Ottawa, ON

About the Archives

Since 1969 the Archives has been collecting records that tell the story of Jewish community life in Ottawa from the 1890s to the current day, including materials produced by and about individuals, families, businesses, congregations, community organizations, and associations established and maintained by Ottawa's Jewish community.

Position Summary

The Ottawa Jewish Archives (OJA) is seeking a motivated individual to assist with cataloguing our extensive backlog of donations. The individual will assist the Archivist with clearing the backlog of past donations, including organizing collections lists, updating the database, and gathering information for database descriptions.

The ideal candidate must be organized, detailed oriented, have a passion for history and an interest in working in the archival/museum field. This position offers experience in cataloguing, archival standards, database entry, artifact handling and preservation, archival collections arrangement, acquisitions, storage, and research procedures. This is an in-person position and requires the

candidate to work at the Archives to complete the project. Project timeline is flexible, but work must be completed within 750 hours or by the end of the year.

The archives is open Monday – Friday.

Job Requirements:

- An understanding of archival practices and knowledge of the proper methods for handling archival materials.
- Experience working with archival/museum collections is an asset
- Excellent interpersonal and communication skills including the ability to prepare written reports.
- Ability to work independently without supervision.
- Familiarity with the history of the Jewish community of Ottawa is an asset.
- Valid Police background check required.

Educational requirements: High school diploma

Language requirements: English imperative. French, Yiddish, Hebrew are assets.

To Apply: Please send your resume and cover letter to Teigan Goldsmith at archives@jewishottawa.com by November 11th 11:59pm.

Qualifications: Bachelor's Degree Preferred and 0-2 years of experience.

University of Cambridge: Senior Library Assistant - World Collections with Hebrew Specialism (Part Time)

<https://www.jobs.cam.ac.uk/job/37404/>

Cambridge University Libraries wishes to appoint a Senior Library Assistant to support the Near and Middle Eastern Department, in particular the collection of modern Hebrew.

Most selected materials in the vernacular languages of the area are acquired and made available to readers through this department which is housed in the main University Library building. The Library has a long tradition of collecting publications in Hebrew, Arabic, Persian, Turkish and other languages of the region. We aim to maintain continuity in the excellent provision of material and library services.

The Senior Library Assistant joins a small team, currently consisting of the Head of Department, while liaising with a wider team within the department of World Collections.

A core part of the role is the cataloguing of new publications in Hebrew and their selection in liaison with the Head of Department, with academics in the field and with vendors. As an essential part of a small team, the post holder will also be cataloguing books in other languages and carrying out a variety of clerical tasks in support of the daily business of the Department. These may include drafting response letters for donations; assisting with educational events; posting relevant news on social media; updating content on the Departmental website.

Applicants will have excellent communication and IT skills and will occasionally be able to work unsupervised. Continuous attention to detail, accuracy and willingness to learn new skills to perfection are core attributes of a successful candidate. This role will suit someone who is enthusiastic about creating and working with structured, standardised and sustainable information (data).

Reporting to the Head of Department, the post holder will be fully trained in best practices of cataloguing and other required tasks. This may be carried out in person by a wider team of colleagues across the institution or through self-guided training. They will have the opportunity to participate in professional projects taking place across Cambridge University Libraries.

We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

We particularly welcome applications from candidates from a BME background for this vacancy as they are currently under-represented at this level in our institution.

Click the 'Apply' button below to register an account with our recruitment system (if you have not already) and apply online.

Informal enquiries about the post are very welcome. Please direct your inquiry to the Head of Department, Yasmin Faghihi (yf227@cam.ac.uk).

Closing date for applications is Sunday 30 October 2022 with interviews scheduled for Friday 11 November 2022.

Please quote reference VE33501 on your application and in any correspondence about this vacancy.

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society.

The University has a responsibility to ensure that all employees are eligible to live and work in the UK.

YIVO: Reference and Outreach Archivist

<https://www.yivo.org/Employment>

Position Summary:

The Reference and Outreach Archivist will be responsible for connecting the public with YIVO's extensive collection.

This is an in-person position.

Responsibilities:

- Manage reference requests made via email, Zoom reference appointments, and phone calls.
- Manage requests for reference photographs of archive and library material.
- Increase the usability and discoverability of YIVO archives materials by creating research guides and finding aids.
- Work with YIVO's public programming and education departments to integrate archival material and instruction into YIVO's outreach efforts.
- Maintain use statistics for reference services, materials accessed via the reading room, and digitized material accessed via YIVO's digital assets management system.
- Page material to the reading room.

Required Qualifications:

- MLIS or equivalent.
- Proficiency in Yiddish.
- Background in history or Jewish studies.

- 2+ years of experience providing reference services in an archive or research library setting.
- Ability to work effectively with a diverse public with varying levels of archival literacy.
- Excellent oral and written communication skills.

Preferred Qualifications:

- Proficiency in Hebrew and/or a European language.
- Undergraduate or Graduate degree in Jewish history or Jewish studies.

Compensation:

Salary commensurate with experience. YIVO offers a comprehensive benefits package and excellent professional development and continuing education opportunities.

This is an in-person position.

To Apply:

To apply, please email cover letter and resume addressing the requirements of the position to Debbie Calise, Executive Administrator, dcalise@yivo.org. Please include the title of the job you are applying for in the subject heading of the email.

YIVO: Library Cataloger

<https://www.yivo.org/Employment>

Position Summary:

Perform original and copy cataloging for rare and non-rare materials in Yiddish and other European languages. Use bibliographic utilities, such as OCLC, to compose accurate descriptive data. Input records into the integrated library system Aleph.

This position is in-person.

Responsibilities:

- Search, retrieve and/or update bibliographic records;
- Perform original and copy cataloging of print monographs, serials, and foreign language materials;
- Perform both descriptive and subject cataloging;
- Provide accurate Romanization of Yiddish, Hebrew and other European languages;
- Create and update holdings records;
- Ensure work conforms to current standards and best practices;
- Troubleshooting and seeking solutions with bibliographic control, controlled vocabulary, and database issues.
- Work both independently on projects and in a team environment

Qualifications:

- Master's degree from an ALA-accredited library science program and 2 years of related experience, or equivalent combination of experience and graduate education in a subject-related field.
- Knowledge of and experience in standard rare book cataloging practices.
- Demonstrated experience cataloging rare materials in Hebrew and Yiddish.
- Strong knowledge of Hebrew, Yiddish, and Latin languages.

- Thorough knowledge of MARC21, AACR2, Library of Congress Rule Interpretations, Library of Congress Subject Headings and Classification and, if implemented, Resource Description & Access (RDA), EAD, and AT.
- Experience with bibliographic utilities, such as OCLC.
- Facility in the use of computer applications.
- Demonstrated experience in developing and implementing effective work routines and procedures.
- Ability to work both independently and with others in a dynamic and collaborative work environment.
- Strong oral and written communication skills.

Preferred Qualifications:

- Minimum two years' experience in original cataloging.
- Reading knowledge of other languages including Polish and Russian.
- Familiarity with non-MARC metadata schemas.

Compensation:

Salary commensurate with experience. YIVO offers a comprehensive benefits package and excellent professional development and continuing education opportunities.

This is an in-person position.

To Apply:

To apply, please email cover letter and resume addressing the requirements of the position to Debbie Calise, Executive Administrator, dcalise@yivo.org. Please include the title of the job you are applying for in the subject heading of the email.

Emory University: Jewish Studies Librarian

<https://apply.interfolio.com/115163>

Emory University: EUL: Emory University Libraries

Location

Atlanta, GA

Open Date

Oct 05, 2022

Description

Reporting to the International Area Studies team leader the Jewish Studies Librarian will be involved and engaged in the entire life-cycle of research, teaching and learning processes. They will collaborate with and support faculty in course-specific ways, including providing point of need instruction sessions and assignments, research guides and/or tutorials. Focused primarily on the The Tam Institute for Jewish Studies (TIJS) at Emory University, the librarian will provide a full range of subject specific library services to include collection development, consultation, instruction, reference services, cataloging and assessment for the department and the programs housed within it. The Jewish Studies Librarian will create and sustain working relationships with fellow subject librarians, other Emory Library units, departments, and campus entities and sustain strong relationships with Emory Libraries Access and Resource Services division (ARS), Emory's Center for Digital Scholarship (ECDS), and Academic Technology Services. The Jewish Studies Librarian will also provide reference assistance and research support as needed.

Emory Libraries requires that our employees recognize diversity, equity, and inclusion as essential core values to achieving our mission to enrich the quality of life in an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and embrace our diverse identities of patrons within the Emory community.

Key Responsibilities & Duties

ENGAGEMENT

1. Serves as primary liaison to and actively develops professional relationships with faculty, students and staff in assigned subject area. May include other areas within the International Area Studies team, if needed. Serves on the International Area Studies Team.
2. Plans and delivers innovative reference and instruction services; teaches research tools and skills relevant to the discipline.
3. Partners with other librarians who acquire and catalog related materials

4. Collaborates with faculty to achieve information and digital literacies and archival pedagogy learning outcomes in course-specific ways.
5. Provides in-depth, specialized consultation in support of the entire research lifecycle.
6. Develops content for subject-based web pages.
7. Assists faculty engaged in digital scholarship projects and teaching and learning with technology initiatives.
8. Partners with other libraries, especially research services in Emory's Stuart A. Rose Manuscript, Archives, & Rare Book Library, to promote teaching and research of primary evidence materials.
9. Contributes to University efforts to assess and promote institutional scholarship.

COLLECTIONS

1. Develops and manages excellent electronic, multimedia, and print collections in Jewish Studies (both English and Hebrew language materials) to support the research and teaching needs of the Emory University community.
2. Promotes resources using current tools and technologies.
3. Collaborates with colleagues in related fields to acquire materials.
4. May perform cataloguing.
5. Provides marketing and assessment of library services.
6. Responsibility for additional subject areas may be assigned.

PROFESSIONAL RESPONSIBILITIES

1. Participates in professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, and workshops; and serving in appointed or elected positions.
2. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
3. Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
4. Participates in library and campus committees as appropriate for service purposes.

Qualifications

Required Qualifications

- ALA-accredited master's degree in Library and Information Science or equivalent education and experience (subject expertise).

- Fluent reading knowledge of Hebrew.
- Ability to collect relevant materials.
- Experience or interest in cataloging in MARC format using OCLC, LC cataloging rules, LC classification and LC subject headings.
- Advanced degree in Jewish Studies or related discipline.
- Demonstrated knowledge and experience with instruction, information literacy, and assessment of library services and resources.
- Commitment to user-centered library services.
- Strong interest in technology and tools for research and teaching
- Evidence of excellent communication, public speaking, teaching, writing and analytical skills.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population.
- Demonstrated willingness to respond to new opportunities with initiative, creative energy, and leadership.

Preferred Qualifications

- Reading knowledge of Russian and/or Yiddish.
- 1-2 years of library or teaching experience related to Jewish Studies
- Experience working with ALMA, vendor sites like YBP Gobi, LibGudies, LibAnswers and assessment tools.
- Practical knowledge of ACRL's Framework for Information Literacy for Higher Education.
- Strong understanding of the key issues and trends in instruction, collection development, research, and reference in the subject area of Jewish Studies.
- Familiarity with new technologies, such as text-mining, network analysis, and other digital applications relevant to the study of Jewish texts.
- Knowledge of scholarly communication issues and trends within relevant disciplines.

Application Instructions

Interested candidates should review the applications requirements and apply online.

Applications may be submitted as Word or PDF attachments and must include:

1. Current resume/vita detailing education and relevant experience;
2. Cover letter of application describing qualifications and experience; and
3. Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. Please write a statement of 300-500 words that describes your experience with supporting the teaching, learning, and research of diverse students and

faculty and explain how you will foster an inclusive research, teaching, and learning environment through your role as a Jewish Studies librarian at Emory.

4. On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Review of applications will begin the week of November 7, 2022. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.

Library of Congress: Federal Foreign Language Cataloger

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=1c1f7bef-ce81-46af-be11-c97d02bf9998&cclid=9200339093598_2&jobId=437800&lang=en_US&source=EN

Responsibilities:

For Serials and/or Monographs provide:

Copy cataloging with authority control and bibliographic file maintenance

Original cataloging with authority control and bibliographic maintenance

Enhanced minimal level cataloging with no bibliographic file maintenance or authority control (non-rare)

Copy cataloging with no bibliographic file maintenance or authority control (both rare and non-rare)

Original cataloging with no bibliographic file maintenance or authority control (both rare and non-rare)

Utilize the Library's ILS using knowledge of standard cataloging tools such as Resource Description & Access (RDA), the RDA Toolkit, Cataloger's Desktop, Library of Congress Subject Headings (LCSH), MARC21, etc. to supply the required bibliographic information.

Search each title to be processed to prevent the creation of duplicate records, process duplicate copies, and check authority control of headings used in access points.

Complete the cataloging in the bibliographic record for foreign language titles in any subject area collected by LC, following the bibliographic record content guidelines

Supply the required descriptive elements and Library of Congress Subject Headings for single-part monographic materials being cataloged.

Identify and refer to LC staff any headings requiring authority work (name, title, or subject) for the materials being cataloged

Exercise care in the handling of Library materials to avoid loss or damage.

Qualifications:

Intermediate reading and writing ability of both English and foreign language skills for reading, analyzing and transcribing the works in Hebrew, Yiddish, and/or Turkish languages.

2+ years of cataloging or metadata experience including working knowledge of library databases, OCLC, AACR2, LCSH

Must have expert knowledge of Resource Description & Access (RDA), the Library of Congress Subject Headings (LCSH), MARC 21, etc.

Familiarity with the use of Cataloger's Desktop and the RDA Toolkit is also required.

Thorough knowledge and understanding of standard cataloging practices and applications in Voyager.

Focused attention to detail and the ability to follow standard procedures in the physical handling and processing of materials

Physical Requirements:

Must be able to move from place to place within the location; lift, push/pull, hold/carry of items weighing up to (25) pounds and occasional up to (35) pounds such as files, books, stacks of paper, and other materials.

Ability to sit for long periods of time and to maintain focus on projects such as computer screens or detailed paperwork.

Hebrew Union College: Digital Services Cataloging Assistant

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=32635&clientkey=307D8CA12ACD42150698482273C4B351>

Job Details

Job Location

Cincinnati Campus - Cincinnati, OH

Salary Range

\$30,000.00 - \$35,000.00 Salary/year

About Hebrew Union College: Founded in 1875, Hebrew Union College-Jewish Institute of Religion is North America's leading institution of higher Jewish education and the academic, spiritual, and professional leadership development center of Reform Judaism.

HUC-JIR educates leaders for service to American and world Jewry as rabbis, cantors, experts in Jewish education, and Jewish nonprofit management professionals, and offers graduate degree programs to scholars and clergy of all faiths. With centers of learning in Cincinnati, Jerusalem, Los Angeles, and New York, HUC-JIR's scholarly resources comprise renowned library, archive, and museum collections, biblical archaeology excavations, and academic publications. HUC-JIR invites the community to an array of cultural and educational programs that illuminate Jewish identity, history, and contemporary creativity, and foster interfaith and multiethnic understanding.

HUC Employee Benefits: Hebrew Union College recognizes employees as one of the most valuable assets to the success of the college. That is why we make it our highest priority to offer a competitive benefits package. Some of those benefits include, but are not limited to:

- Medical, Dental, Vision
- Life Insurance, Long Term Disability
- Retirement Savings Plan -403b
- Paid National and Jewish Holidays
- Paid Vacation and Sick Day
- Paid Parental Leave
- Tuition Remission
- Employee Assistance Program

Core Values

Employees are expected to model Hebrew Union College's Core Values:

- Honesty and Integrity
- Kindness and Decency
- Openness and Transparency
- Responsible Empowerment
- Trust and Security
- Diversity and Inclusion

Position Summary

Produce, maintain, distribute, and publish the Klau library's digital assets for both public and institutional use and assists as needed with technical and public services

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Digitize rare books, manuscripts and special collections.
- Organize, manage, and distribute digitized materials.
- Update and maintain websites, including mss.huc.edu and music.huc.edu
- Train and oversee student worker(s) assigned to digitizing work.
- Perform other duties as assigned.
- Keep records for statistical purposes.

Minimum Qualifications

Education

- Bachelor's degree in a related field is required.
- A certificate in digital services or equivalent experience is preferred.

Experience

- One year in a library internship or paid position is required.
- Two years in digital services is preferred.

Knowledge, Skills & Abilities

Reading knowledge of Hebrew alphabet, comprehension of Hebrew, Yiddish,

- German or other languages are desirable.
- Ability to organize, prioritize and complete numerous tasks simultaneously.
- Strong written and oral communication skills, especially email.

Technology

- Microsoft Office 365 – Word, Excel, PowerPoint, Outlook
- Adobe Photoshop
- WordPress
- Preferred: Read and edit IT languages including PHP, CSS, and HTML
- FTP servers

Work Environment & Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

National Library of Israel: Judaica Curator

<https://web.nli.org.il/sites/nlis/he/Career/Pages/jobviewer.aspx?orderid=200239#jobdetails>

אוצרת אוסף יהדות

עודכן בתאריך : 16/8/2022

אוצר אוסף יהדות

אגף האוספים מתווה את מדיניות האיסוף של הספרייה הלאומית בכל הפורמטים הטקסטואליים באופן פיזי ובאופן דיגיטלי. האגף מתכנן ומקדם מיזמים מקומיים ובינלאומיים בפיתוח אוספי הספרייה ומייצג את הספרייה באירועים ציבוריים, בכנסים ובתקשורת.

תיאור תפקיד

- פיתוח אוסף היהדות הן במישור הפיזי והן במישור הדיגיטלי
- יישום מדיניות פיתוח האוסף, ובכלל זה בחירת אוספים ופריטים, וניהול צוות בוחרים
- עדכון מדיניות האוסף מעת לעת, תוך היועצות עם גורמים רלוונטיים בספרייה ומחוצה לה
- בניית תוכנית עבודה שנתית לאוסף יהדות ויישומה
- ריכוז מדדים לגבי התפתחות האוסף, בחינתם, זיהוי פערים והשלמתם
- ניהול מו"מ מול ספקים, ארגונים ופורומים הרלוונטיים לרכישות לאוסף
- ייצום, ליווי, וסיוע פעילויות באגף תרבות וחינוך כולל תערוכות, ימי עיון, וכנסים, בשיתוף עם אגף תרבות וחינוך בתחומי היהדות
- סיוע לאגף הדיגיטל, למחלקת יעץ ולמרכז מבקרים בתחומי היהדות
- פיתוח שיתופי פעולה – בארץ ובחו"ל - עם ספריות, אוניברסיטאות, ארכיונים, מוסדות מורשת, חוקרים ואוצרים העוסקים בתחומי היהדות, וכן עם ארגונים ואישים רלוונטיים נוספים לתחום היהדות
- ייצוג הספרייה בכנסים, במדיה ובפורומים שונים, מקומיים ובינלאומיים
- ניהול צוות עובדים ותהליכי מורכבים חוצי ארגון

דרישות התפקיד

- תואר שלישי במדעי היהדות
- ניסיון ניהולי של צוות עובדים ותהליכים חוצי ארגון
- יכולת ניהול משא ומתן
- כושר ביטוי מעולה בכתב ובעל פה ויכולת הופעה מול קהל
- ידיעת עברית ואנגלית ברמה גבוהה ביותר. יתרון לידיעה של שפות נוספות
- בעל יוזמה, סקרנות, ויצירתיות

רק פניות מתאימות תענינה

המשרה מיועדת לכלל המגדרים

USC Shoah Foundation: Holocaust Indexer

<https://usccareers.usc.edu/job/los-angeles/holocaust-indexer/1209/34069275376>

We are currently seeking Holocaust Indexers to join the Shoah Foundation Institute for Visual History within Information Technology Services. Indexers will be responsible for indexing oral history interviews with survivors and other witnesses of the Holocaust. The indexing work involves researching, selecting and placing terms from a thesaurus into timecoded segments of the video or audio interview.

The successful candidate should at least one year of experience with indexing as well as possess excellent analytical, writing and communication skills. They should be highly knowledgeable of Holocaust terminology and European geography. The knowledge of a second language, such as well as experience in higher education are strongly preferred.

The USC Shoah Foundation Institute was founded by Steven Spielberg in 1994 and has collected, cataloged, digitized and preserves interviews of Holocaust survivors and witnesses as well as survivors of other genocides and conflicts. The Institute houses nearly 55,000 audio-visual testimonies conducted in 63 countries and in 40 languages.

This is a fixed-term position with an anticipated end date of Aug 1, 2025. This is a full-time role eligible for benefits including medical, dental and vision plans, a competitive 401K plan.

Using judgment and discretion, index the audiovisual interviews of Holocaust survivors and witnesses in English and foreign languages using the USC Shoah Foundation Institute's proprietary cataloging software and methodology:

- Catalog information taken from pre-interview questionnaires
- Watch the audiovisual testimonies and assign indexing terms from a VHA Thesaurus
- Conduct research to resolve specific indexing issues
- Complete the cataloging and indexing of the testimonies and any associated research
- Successfully complete approximately 50-hours of initial online training
- After the training period, work hours are flexible

Qualifications:

- Must have a Bachelor's Degree or combined experience/education as substitute for advanced education
- Proven academic knowledge of European history, Political Science, or Judaic Studies with coursework in Holocaust history and/or genocide studies, or equivalent knowledge
- Fluency in English
- Fluency in one or more of the following languages desired but not required: Yiddish, Polish, Spanish, German, and Hebrew.
- Excellent research skills
- Attention to detail
- Computer proficiency
- Experience with relational databases
- Ability to take constructive criticism
- Ability to view and work with Holocaust-related material on a sustained basis
- Library science background and/or cataloging or indexing experience
- Familiarity with relevant names (geographic and proper) and foreign cultures
- One year of experience in an Indexing role
- Demonstrated experience researching and validating index terms
- Demonstrated ability to communicate effectively to gather information
- Typically possesses experience interpreting testimonies
- Typically possesses experience indexing in a second language (Yiddish, Polish, Spanish, German, or Hebrew)
- Typically possesses experience in higher education
- Excellent analytical, writing and communication skills
- Ability to work in a fast-paced environment while balancing and prioritizing multiple projects
- Ability to learn, adapt quickly and work well under pressure.
- Demonstrated organizational skills, extreme attention to detail and ability to work both independently and as part of a team.

Job Accountabilities:

- Serves as departmental link between users and system technical staff to provide effective user service and to provide system and data control. Monitors system input and output for accuracy and currency of information. Liaises between technical staff and users to resolve problems and coordinate changes and enhancements.
- Maintains and updates system security and user access capabilities. Approves requests for new and/or changed access. Sets up users and maintains appropriate documentation.
- Contributes to the development of system standards and procedures. Incorporates knowledge of specific departmental functions and processes with knowledge of university and external agency regulations and practices to serve as a guideline for system development.
- Researches records and gathers information as background for special projects, enhancement of databases, decisions on requests for policy exception, and providing management reports.

- Provides reports to management regarding activities and recommends areas of improvement.
- Assesses user training needs and develops and implements programs to train new and continuing staff. Covers areas such as data security, quality and privacy awareness.
- Develops and maintains communications materials such as documentation and procedural manuals, resource or reference guides, newsletters, and bulletins to support system users.
- Evaluates and recommends refinements in department operations to ensure integrity of system data while maximizing productivity and providing high quality services.
- Reviews internal operations to determine compliance with established policies and procedures. Consults with managers and staff regarding irregular items and recommends action to departmental senior management when a deficiency is detected.
- Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.
- Performs other duties as assigned or requested. The university reserves the right to add or change duties at any time.

Preferred Qualifications

- MA-level or higher degree in European history, Political Science, or Judaic Studies with coursework in Holocaust history and/or genocide studies, or equivalent knowledge
- Master's degree in Library and Information Science from an ALA accredited program
- Prior experience with USC Shoah Foundation's indexing applications
- Prior experience with oral history collections or archives
- 3 years of experience in a similar role
- Knowledge of a additional languages (Yiddish, Polish, Spanish, German, and Hebrew)

Minimum Education: Bachelor's degree, Combined experience/education as substitute for minimum education
 Minimum Experience: 1 year
 Minimum Field of Expertise: Detailed knowledge of systems for which position is accountable. Knowledge of various software applications as necessary for data collection and report writing.

REQ20121272 Posted Date: 08/08/2022

Center for Jewish History: Systems Archivist

The Center for Jewish History seeks a diligent, practical individual to become our Systems Archivist. The newly created position will complement our Systems Librarian but focus instead on archival description and digital access to archival materials. Responsibilities include management and troubleshooting related to our shared archives information management system, [ArchivesSpace](#), as well as coordinating remediation projects, training staff, and maintaining documentation. The successful candidate will be able to articulate and promote best practices related to systems-based archival description in addition to access to archival materials available online and in [The Lillian Goldman Reading Room](#).

The Systems Archivist will report to the Senior Manager for Metadata and Discovery. The Metadata and Discovery Services department is tasked with coordinating the interoperability and integration between Center systems that control, describe, preserve, and provide access to the rich physical and digital holdings of the five Partner institutions. The Systems Archivist will work closely with department members, as well as our service provider, LYRISIS, and stakeholders in the Center and Partner community to ensure that the archival holdings available at the Center are discoverable and accurately described.

The salary range for this position is \$58,000-\$64,000, based on experience. For more information about the job responsibilities, minimal requirements, and how to apply, please visit: <https://www.cjh.org/about/employment-opportunities>.

British Library - Curator of Hebrew Collections

<https://britishlibrary.recruitment.zellis.com/birl/pages/vacancy.jsf?latest=01002835>

Location:	London
Salary:	Competitive Salary + benefits
Hours:	Full Time
Contract Type:	Fixed-Term/Contract
Placed On:	8th July 2022
Closes:	12th August 2022
Job Ref:	04160

Fixed Term for 3 years

The British Library leads the way in advancing world's knowledge. The Hebrew collections at the Library are one of the most important in the world, covering many areas of Hebrew literature, both religious and secular, and with a wide geographical spread in Europe, North Africa, the Middle and Near East, as well as the Americas. We will soon be starting a new project aimed at planning, implementing, managing and monitoring the documentation and cataloguing of the British Library's Hebrew collections to enable discoverability and accessibility of these collections.

We are looking to recruit a Curator of Hebrew Collections to plan, implement, manage and co-ordinate all project activities. They will also assist with the curation, development, interpretation and promotion of the Library's Hebrew collections through research, public engagement, contribution to online resources, and the British Library's public programme.

This is an excellent opportunity to join the British Library and work on the Hebrew collections under the supervision of the Lead Curator of Hebrew Collections. You will have a first degree or equivalent in a discipline of central relevance for the collections, excellent working knowledge of Hebrew, and an interest in and understanding of the history and culture of Judaism, Israel and

the Diaspora communities. Excellent oral and written communication skills in English are essential, and experience in project management highly desirable.

As one of the world's great libraries, our duty is to preserve the nation's intellectual memory for the future and make it available to all for research, inspiration and enjoyment. At present we have well over 170 million items, in most known languages, with three million new items added every year. We have manuscripts, maps, newspapers, magazines, prints and drawings, music scores, and patents. We make our collections and programmes available to all. We operate the world's largest document delivery service providing millions of items a year to customers all over the world. What matters to us is that we preserve the national memory and enable knowledge to be created both now and in the future by anyone, anywhere.

In return we offer a competitive salary and a number of excellent benefits. Our pension scheme is one of the most valuable benefits we offer, as our staff can become members of the Alpha Pension Scheme where the Library contributes a minimum of 20.6% (this may be higher dependant on grade. Another significant benefit the Library provides is the provision of a flexible working hours scheme which could allow you to work your hours flexibly over the week and to take up to 5 days flexi leave in a 3 month period. This is on top of 25 days holiday from entry and public and privilege holidays.

For further information and to apply, please visit www.bl.uk/careers quoting vacancy ref: 04160

Interview dates: 14, 16 September

We are unable to provide sponsorship under the UK Skilled Worker visa for this role, as it does not meet the eligibility criteria required for this immigration route

Disability Confident

We are a Disability Confident employer, and make a commitment to recruit and support disabled people. We guarantee an interview for disabled candidates who meet the minimum (essential) requirements for a vacancy.

Leo Baeck Institute: Freelance Archivists for Processing Projects

The **Archives of the Leo Baeck Institute (LBI)** in New York is looking for archivists for freelance processing projects.

The Leo Baeck Institute, located at the Center for Jewish History in Manhattan, is an archival repository and library devoted to Jewish history and culture in German speaking lands from earliest times up to and through the Holocaust. The majority of our archival collections are from 1880 – 1940. You can learn more about the Leo Baeck Institute by accessing our website at www.lbi.org

The Freelance Archivists will work in close coordination with our senior processing archivist and our head archivist. The tasks consist of processing archival collections, often the personal papers of German-Jewish families and individuals, according to standard archival practices and in-house conventions, and writing a finding aid.

Requirements: The Freelance Archivists must have an MLS degree from an accredited college, or studying for it, or have equivalent professional experience in an archive. A strong reading knowledge of German is absolutely necessary.

In addition, the Freelance Archivists should have a basic knowledge of the history of Jews in Germany and Austria; and should be able to handle the lifting of boxes equal to 30 lbs.

We have several small and mid-size archival collections and will negotiate a price for each assigned project. Work hours are flexible within our office hours, Mondays to Thursdays from 9 am to 5 pm and Fridays from 9 am to 3 pm. Work hours can be accommodated according to the candidate's schedule and based on Covid restrictions.

To apply please e-mail your resume and cover letter to Archivist & Head of Public Outreach Michael Simonson at msimonson@lbi.cjh.org

US Holocaust Memorial Museum: Catalog Librarian

<https://recruiting.ultipro.com/UNI1056USHMM/JobBoard/3b76cc60-2b05-4241-bd77-5476ab81c570/OpportunityDetail?opportunityId=e12a4e22-d94e-4181-8dda-4e12a947d689>

Information about the organization

The United States Holocaust Memorial Museum is a federally chartered, nonpartisan institution that was created by the US Congress to serve as America's national memorial to the victims of the Holocaust and an educational institution dedicated to the history and lessons of the Holocaust. The Museum seeks to educate Americans from all 50 states and all walks of life as well as international audiences. The Museum has three areas of expertise: Holocaust remembrance, Holocaust scholarship and education, and genocide prevention.

In carrying out its important memorial and educational mission, the Museum is guided by its institutional values for our workplace: Honor the memory of the victims; carry out our work with dignity, humility, integrity and respect for others; and strive for excellence through teamwork, rigor, and a culture of continuous learning. Consistent respect for others is the foundation for trust, collegiality and inclusion.

Information about the role

This position is located in the Library Branch of the Research and Reference Services Division in the David M. Rubenstein National Institute for Holocaust Documentation (Rubenstein Institute). The United States Holocaust Memorial Museum Library is a specialized library dedicated to Holocaust and genocide studies. The Library provides general reference and research services to a wide variety of users, including Museum staff, visiting researchers, and the general public. The Library's collection consists of published materials in a wide variety of formats and languages and aims to provide the nation's most comprehensive international collection of Holocaust-related materials.

The primary purpose of the position is to provide library cataloging services for a wide range of users engaged in various aspects of Holocaust research. The employee investigates and analyzes data sources to perform a variety of duties related to bibliographic access (cataloging) as well as one or more library functional areas such as acquisition, collection development and digital access. The catalog librarian reports to the Chief of the Library Branch, with the position located at the David and Fela Shapell Family Collections, Conservation and Research Center in Bowie, Maryland.

This is a full-time donated position (non-Federal) paid with the Museum's private funds. Salary is commensurate with experience.

Duties, and Responsibilities for the role

- Performs original and copy cataloging, including descriptive cataloging, subject cataloging, classification assignment, and shelflisting, for published materials in a variety of languages and formats including books, serials, electronic resources, online resources, audio and video recordings, and microforms.
- Applies current national and institutional library cataloging rules, standards, and practices, and utilizes the full range of cataloging tools to make comprehensive cataloging information pertaining to the Holocaust and genocide available to libraries and library users worldwide.
- Applies national library cataloging and metadata standards including MARC 21, AACR2, RDA, SUDOC, LCSH, Dublin Core, MODS, and other metadata schemas as appropriate.
- Under supervision of the Chief of the Library Branch, performs authority control and maintenance on metadata records associated with published materials.
- Works with colleagues across Rubenstein Institute to develop and document institutional practices regarding cataloging policies, procedures, and workflows.
- Participates in projects to catalog special collections, develops training materials, and creates procedural documentation.
- Responds to inquiries regarding cataloging practices and performs database maintenance. Resolves and reports cataloging problems in consultation with experts within the Museum and within the broader library and research communities as needed. Maintains currency with national cataloging standards and with innovations in the functionality of cataloging systems.
- Reports cataloging statistics to the Chief of the Library Branch.
- Identifies print and non-print resources for the Library's specialized collection from a variety of vendors in line with the collecting needs of the Museum and its researchers.
- Establishes and maintains contacts with potential donors and vendors located throughout and outside the United States.
- Obtains additional information regarding material availability and purchasing terms. Evaluates resources and makes informed recommendations to the Chief of the Library Branch regarding purchase and/or suitability of material.
- Serves as liaison for Museum staff, volunteers, visiting researchers, other libraries, the private sector, and/or research groups in order to promote the Library's resources. Represents the Library on Rubenstein Institute committees as appropriate.
- Performs other related duties as assigned.

Minimum Qualifications for the role

- Master's degree in Library Science from an American Library Association (ALA) accredited program.
- At least three years of experience with cataloging, authority control, and e-resource management.

- Reading knowledge of at least one non-English European language, or Hebrew or Yiddish.
- Demonstrated knowledge of cataloging rules and metadata standards using AACR2 and MARC 21, and relevant practical experience with non-MARC metadata in a library environment.
- Knowledge of current bibliographic standards and models such as RDA, LCSH, LCGFT, and catalog management procedures/techniques.
- Working knowledge of OCLC cataloging utilities and modern integrated library system applications.
- Demonstrated ability to plan and execute projects independently.
- Demonstrated ability to use independent judgment and discretion.
- Excellent verbal and written communication skills.
- Ability to embrace and implement new technologies and innovative organizational practices.
- Demonstrated ability to work with a diverse range of people in various circumstances.
- Time management skills, attention to detail, and multitasking.

Preferred Qualifications Minimum Qualifications for the role

- Experience maintaining and creating name and subject authority records locally and through the Program for Cooperative Cataloging.
- Project management experience.
- Knowledge of the Holocaust and modern European history.
- Knowledge of the Voyager integrated library system.
- Reading knowledge of multiple non-English European languages and/or Hebrew.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Center for Jewish History, **Systems Librarian**

<https://www.cjh.org/about/employment-opportunities>.

The Center for Jewish History seeks a creative, pragmatic, and insightful individual to become our Systems Librarian. Primary responsibilities include the management of the shared integrated library system and discovery layer as well as coordinating metadata remediation projects, generating and maintaining customized reports, training staff, creating and maintaining documentation, and troubleshooting. The successful candidate can see both the forest and the trees, and will be able to balance system-wide implications with a detail-oriented focus and perspective.

The Systems Librarian will report to the Senior Manager for Metadata and Discovery. The Metadata and Discovery Services department is tasked with coordinating the interoperability and integration between Center systems that control, describe, preserve, and provide access to the rich physical and digital holdings of the five Partner institutions. The Systems Librarian will work closely with department members, as well as the Center's Information Technology department, vendors, and stakeholders in the Center and Partner community to ensure that the physical, digital, and electronic holdings available at the Center are discoverable and accurately described.

The salary range for this position is between \$62,000 and up to \$70,000, based on experience.

Responsibilities

- Oversees the maintenance of library systems, technologies, and software related to the description and discovery of the physical and digital holdings of the Partners and Center.
- Develops and refines workflows to effectively describe physical and digital holdings within Center library systems and externally in OCLC products.
- Troubleshoots application and software problems in collaboration with Center's Information Technology department and colleagues in Metadata and Discovery Services.
- Collects statistics for systems usage to assist with future resource allocation, identifying trends in use of systems, improving the description of resources, and gap analysis.
- Utilizes and tests a variety of software tools to extract and manipulate data from various sources.
- Cooperates in the development, creation, promotion, and assessment of system-based policies and best practices.

Required Qualifications

- Master's in Library and Information Science from an ALA-accredited library school.
- 3-5 years' experience working within Integrated Library Systems and other library systems software in a special library setting.

- Strong background in cataloging and knowledge of descriptive standards (like MARC, AACR2, DACS, RDA, Dublin Core, and/or EAD), authorities, and tools (like OCLC Connexion, Cataloger's Desktop, and MarcEdit).
- Commitment to programmatic and systems-based solutions for correcting and optimizing description across library systems.
- Expertise in organizing and manipulating data using spreadsheet applications, like Microsoft Excel, Google Sheets, or OpenRefine.
- Basic competency in UNIX, SQL queries, Python, and/or Perl.
- Ability to work both independently and in a team environment.
- Capable of fostering a collaborative environment and developing diplomatic, adaptable approaches to shared library systems.
- Comfort balancing daily and strategic, longer-term systems-based projects and priorities.

Preferred Qualifications

- Familiarity with Ex Libris library systems products, such as Aleph, Primo, or Rosetta.
- Comprehension of and comfort with descriptive metadata across library systems, including ability to crosswalk data from different formats.
- Understanding of database construction and architecture.
- Previous experience working in a multilingual environment with bibliographic knowledge in at least one of the following languages (in addition to English): Hebrew, Yiddish, German, or Russian.

Company Benefits

- 15-21 federal and religious holidays off each year in addition to generous vacation, sick, and personal days.
- Full health benefits (medical, dental and vision) with minimal employee contributions.
- Free life insurance and long-term disability coverage.
- Flexible spending account and commuter benefits.
- Generous 403b retirement benefits.

The Center for Jewish History is committed to diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply.

Review of applications will begin immediately. For priority consideration, please submit cover letter, resume, and contact information for three references to Eric Fritzler, Senior Manager for Metadata and Discovery, at eafritzler@cjh.org by June 1, 2022. Applications will be accepted until the position is filled. No phone calls please.

Job Description

Position title: Librarian/Archivist

Position summary

Experienced Librarian/Archivist needed to assist private individual in organizing, maintaining and processing a collection of documents, records, photographs, correspondence & books. Responsible for the daily operations of the personal library to ensure staff have what they need to write, learn and explore topics. Duties include, working knowledge of what is available and how to access, updating library/archive databases and managing information requests.

Overview

The client is a retired businessman, Holocaust survivor, and Jewish community leader. His materials relate to his pre-World War II childhood in Europe; family's Holocaust experience; return to Europe and post-war life in USA. The client is writing an extensive, illustrated memoir of his life story and the historical contexts in which it has unfolded along with being involved in restoring historical heritage sites in Europe.

Responsibilities

Responsible for organizing and managing all resources in the personal library/archives. They have the following responsibilities:

- Assist with requests in conducting research and locating resources
- Organize all library/archive resources so they are easy to locate
- Identify technology needs and make recommendations
- Keeps records and prepares reports as requested
- Works cooperatively with other staff
- Located resource

Position location: Merion Station, PA (on-site position)

Position type: Full Time (minimum of 30 hours weekly)

Qualifications: MLS with archives experience with Minimum 3–5 years' experience, Excellent interpersonal, oral, and written communication skills, Experience working with Holocaust collections and/or survivors and Knowledge of Jewish and Holocaust history required.

Compensation: \$30+ hourly dependent on experience

For more information or to apply, please contact: Emil Fish <efish@rpsli.com>

HUC (Los Angeles) - Head Librarian

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=23174&clientkey=307D8CA12ACD42150698482273C4B351>

Head Librarian (HUC-JIR)

Job Details

Level Experienced

Job Location Los Angeles Campus - Los Angeles, CA

Position Type Full Time

Education Level Graduate Degree

Job Shift Day

Job Category Media - Journalism - Newspaper

Description

About Hebrew Union College: Founded in 1875, Hebrew Union College-Jewish Institute of Religion is North America's leading institution of higher Jewish education and the academic, spiritual, and professional leadership development center of Reform Judaism.

HUC-JIR educates leaders for service to American and world Jewry as rabbis, cantors, experts in Jewish education, and Jewish nonprofit management professionals, and offers graduate degree programs to scholars and clergy of all faiths. With centers of learning in Cincinnati, Jerusalem, Los Angeles, and New York, HUC-JIR's scholarly resources comprise renowned library, archive, and museum collections, biblical archaeology excavations, and academic publications. HUC-JIR invites the community to an array of cultural and educational programs that illuminate Jewish identity, history, and contemporary creativity, and foster interfaith and multiethnic understanding.

JOB OVERVIEW:

The College-Institute seeks an experienced, innovative and dynamic leader to administer and develop the Frances Henry Library, and to ascertain and meet curricular research and reference requirements through collaboration with faculty, students and administration.

CORE VALUES: The Assistant Librarian is expected to model Hebrew Union College's Core Values:

<ul style="list-style-type: none"> ■ Honesty and Integrity
<ul style="list-style-type: none"> ■ Kindness and Decency
<ul style="list-style-type: none"> ■ Openness and Transparency
<ul style="list-style-type: none"> ■ Responsible Empowerment
<ul style="list-style-type: none"> ■ Trust and Security
<ul style="list-style-type: none"> ■ Diversity and Inclusion

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include overseeing daily operations, budget management, collection development, creation of original cataloging, and to provide reference and research assistance. Will work with other departments to develop assessment methods, a long-term sustainability plan, and long-term strategies for preservation of Library resources.

Qualifications

EDUCATION AND EXPERIENCE

Master's degree in Library Science; Master's degree in Jewish Studies or a related field, or its equivalent; and three to five years of supervisory experience, preferably in an academic setting. Current in knowledge of library and information technology

WORKING CONDITION:

The working environment is similar to that of a regular office, with frequent conversational communication with college officials, teachers, staff, students, and outside suppliers, as well as the opportunity to input and retrieve data and written messages in an electronic format in a timely way. This is a "working supervisor" job, and the person in it may be relied upon to not only plan and lead but also to engage in many of the department's duties, from analyzing system faults to aiding with the installation of sophisticated equipment. As a result, certain visual and physical dexterity is necessary, such as the ability to visually identify equipment, parts, and connections, as well as aid in the moving of fragile goods weighing up to 30 pounds. Bending, lifting, a wide range of arm movement, finger and hand dexterity, and even climbing and working from ladders or lifting equipment are all part of the job. Some equipment setup, maintenance, or assessment may require working in areas with limited movement. This person

may have access to sensitive and highly confidential material from time to time and must preserve and enforce tight secrecy as needed.

Equal Employment Opportunity

<https://tcnycareers-touro.icims.com/jobs/7682/assistant-director-of-libraries-for-public-services/job?mode=view&mobile=false&width=705&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

(Touro College) Assistant Director of Libraries for Public Services

Job Locations US-NY-New York

ID 2021-7682 Position Type Full-Time Schedule Shift 9 - 5:30 Hours Per Week 36.5 Travel

50% Category Library Telecommute Yes

Overview

Assists in the planning and implementing of overall operating procedures of the College Libraries, develops goals and objectives, and short- and long-range plans. Manages operating procedures of division libraries including library collection and delivery of its services and programs. Works closely with Technical & Electronic Services.

Responsibilities

Manage overall operating procedures for College Libraries, including personnel selection, training, and evaluation. Assist the Director of Libraries in planning, coordinating, and implementing library services, policies, and procedures for extension sites.

Manage library collection development, both print and media, for extension sites, including the selection, organization, preservation, and retention of college-level materials in a variety of fields and formats.

Serves as primary resource for assisting and directing library personnel in completing assignments including reference, bibliographic and cataloging problems.

Develop short- and long-term range plans including building utilization and building locations, prepare memoranda, narratives, and statistical reports.

Develop goals and objectives for College libraries and set priorities.

Participate in proposing and developing new strategies to extend the library's public services programs. Help promote library services through participation in College professional activities.

Perform other duties as assigned and contribute to the overall operating efficiency of the library.

Qualifications

Experience/ Degrees

Masters in Library Science Second Masters preferable

Knowledge/ Skills/ Abilities

Strong customer service and organizational skills

Must be able to multi-task and prioritize work

Proficiency in Microsoft Office Suite including Word, Excel, Power Point, Outlook

Knowledge of Hebrew preferable.

Physical Demands

Able to lift up to 25 lbs.

Travel

Travel to extension sites.

YIVO - Library Director

<https://yivo.org/Employment#Director%20of%20Library%20Services>

Director of Library Services

The YIVO Institute for Jewish Research seeks a Director of Library Services.

About Us:

The YIVO Institute for Jewish Research was founded in Vilna, Poland, in 1925. It relocated to New York City in 1940 with the mission to study the history of Jewish life in Eastern Europe in all its aspects: language, history, religion, folkways, and material culture. Today YIVO's Archive and Library make up one of the largest collections of materials on this subject in the world. It has an archive of over 23 million artifacts and a library with over 400,000 volumes.

The YIVO Library has nearly 400,000 volumes in all European languages and is the world's only academic library specializing in the history, languages, literature, culture, folklore, and religious traditions of East European Jewry.

Responsibilities:

Implement best practice collection management and provide stewardship for the Library's collections.

Ensure cataloging, inventory, and metadata for library materials is accurate and in compliance with current best practices for discovery.

Establish best practice handling and storage procedures for the collection materials.

Manage budget, approve purchases, and transmit invoices for payment in a timely fashion.

Guide employment process for a small library staff (2-4) of full and part-time employees.

Manage and establish work schedules for library staff.

Manage library volunteers.

Select, supervise, and report on summer library fellows and interns.

Gather data and compile statistical reports on the Library's work and collection materials for surveys, Newsletters, and grant reports as needed.

Where required assist with establishing time frames and budgets for library projects and work effectively with staff in other departments in the planning and execution of such projects.

Collaborate with colleagues and management to plan future library growth, digital projects, and other priorities.

Work collaboratively with technical services staff from the Center for Jewish History, who provide systems administration for YIVO's ILS (ExLibris Aleph), DAM (ExLibris Rosetta) and discovery (ExLibris Primo) systems.

Follow best practice developments in the profession and apply them to the Library as appropriate; and

Participate in professional activities including publishing activity, presentation at external meetings and conferences, and service in professional organizations for either library services or Jewish studies.

Qualifications:

Master's degree in Library Science from an ALA-accredited Institution.

Minimum of 5 -7 years of library experience, with managerial responsibilities.

Proven ability to conduct and supervise MARC cataloging using current industry best practices including AACR2, RDA and the Descriptive Cataloging of Rare Materials.

Applied experience working with cataloging utilities, such as OCLC Connexion and integrated library systems – preference for direct experience with ExLibris Aleph.

Familiarity with Aeon and Rosetta.

Experience with large- and small-scale project management.

Demonstrated excellent oral and written communication skills.

Desired Qualifications:

Advanced degree in Jewish studies – preference for focus on Eastern European history.

Proficiency in written Yiddish and/or Hebrew.

Knowledge of other European languages is a plus.

Compensation:

This is a full-time position. Salary commensurate with experience. Comprehensive benefits package offered.

To Apply:

To apply please email cover letter and resume addressing the requirements of the position to Debbie Calise, Office Manager, dcalise@yivo.cjh.org. Please include the title of the job you are applying for in the subject heading of the email.