

Assistant Librarian (Part-Time)
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260026>

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Posted Jul. 21, 2025, set to expire Nov. 15, 2025

Job Title Assistant Librarian (Part-Time)
Department Library Services
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Jul. 21, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Social Sciences - Other

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Job Description

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Assistant Librarian (Part-Time)

POSITION: Part-Time Assistant Librarian (Assistant Librarian): Library Services; Haverhill Campus (100 Elliott Street); MCCC/MTA Unit PT Professional Position; up to 8 hours/week; academic year only (September - May), excluding Winter and Spring Breaks.

SUMMARY: This position is responsible for providing high quality research assistance to students and faculty in active virtual and in-person academic environments.

SCHEDULE: Mondays and Wednesdays 4:00pm - 8:00pm, academic year only September-May, excluding Winter and Spring Breaks. This position will regularly work 8 hours per week with the

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possibility of more hours as needed.

RESPONSIBILITIES:

Duties for this position include:

- Providing reference and research services to students, staff, and faculty both face-to-face, and using text, chat, and email
- Aiding students with information literacy and academic technology needs
- Conducting library instruction sessions
- Providing circulation services using Koha ILS
- Assisting in the operation of the student computer lab
- The Classification Specification is available at:
<https://www.mass.edu/shared/classificationspecs/specsmccc/Assistant Librarian - HB 1203.doc>

Job Requirements:

MINIMUM QUALIFICATIONS:

NOTE: Unless otherwise noted, all required qualifications must be met by date of hire.

- Master's degree in Library Science or closely related field; with one (1) year experience and/or training involving library operations, reference service, bibliographic instruction, circulation service, copy cataloging, and library information systems; or an equivalent combination of education, training, and experience.
- Proficiency with instruction on research and information sources.

PREFERRED QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office suite.
- Recent work experience in a library setting.
- Ability to work independently and maintain cooperative working relationships.
- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are

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encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

SALARY:\$35.31/hour, Non-benefited position. This position is eligible for all-purpose paid leave hours in accordance with the MCCC CBA.

ANTICIPATED START DATE: September 3, 2025

To apply, click [HERE](#)

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Library Services
Northern Essex Community College

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